

Job Title: Technical Procurement Specialist

Reports to: Manager, Materials and Logistics

Department: Maintenance

Role Purpose Statement: The Technical Procurement Specialist is responsible for carrying out strategic sourcing, evaluating, and urgently sourcing aircraft spare parts, tools, and equipment. The role also involves implementing and maintaining cost-effective procurement requirements for Jambojet to achieve a safe, sustainable, and reliable supply chain, and increase shareholder value and organizational profit.

Key Accountabilities/Responsibilities:

- Carry out strategic sourcing for aircraft spare parts, GSE equipment, tooling, repairs, and exchanges.
- Manage outworks for GSE parts going out for repair services by third parties.
- Ensure spares availability and provide weekly reports on grounded equipment by working closely with the Base team.
- Manage the end-to-end procure-to-pay process.
- Develop detailed sourcing and category plans to maximize effectiveness and efficiency.
- Build and manage relationships with vendors to eliminate operational disruptions due to material shortages.
- Ensure 100% compliance on the e-sourcing tool for executing sourcing activities.
- Analyze and provide monthly reports on the progress of purchase orders, exchanges, repairs, and loan orders.
- Carry out periodic category spend analysis, with a major focus on critical maintenance/repair costs.
- Maintain a current understanding of pricing structures, market conditions, and industry trends for fuel and the supply chain.
- Perform periodic sourcing to keep up with changing market prices for spare parts for ground support equipment and motor vehicles, and identify new vendors to support the GSE category.
- Monitor consumption trends, carry out demand forecasting, and communicate this to key suppliers to reduce lead time.
- Ensure all sourcing is within the allocated budget.
- Manage supply/service contracts, set up, negotiate, and review commercial terms, scope, and deliverables.
- Carry out a semi-annual supplier risk assessment.
- Carry out periodic supplier performance appraisals against specific performance indicators such as quality, timely delivery, and compliance.
- Prepare reports on supplier performance to ensure timely deliveries and quality assurance.

Know-How:

- **Technical Knowledge:** Expertise in strategic sourcing, procurement processes, and contract management. Knowledge of inventory management and relevant IT tools and systems like ERP, Fuel Plus, and Contract Management System is required.
- **Management Skills:** The ability to develop and manage category plans, build and manage vendor relationships, and manage the end-to-end procure-to-pay process.
- **Human Relations Skills:** Skills in building and managing relationships with vendors and working closely with the Base team.
- **Specialized Knowledge:** In-depth knowledge of procurement and supply chain management, contract management, and an understanding of pricing structures, market conditions, and trends in the industry for fuel and aircraft spare parts.

Problem-Solving:

- **Thinking Environment:** The thinking environment is focused on cost-effectiveness and efficiency within a supply chain and procurement context.
- **Thinking Challenge:** The challenge is to balance cost-effective procurement with the urgent and critical need for aircraft spare parts, tools, and equipment to maintain a safe, sustainable, and reliable supply chain. It also involves keeping up with changing market prices and identifying new, quality vendors.

Accountability:

- **Freedom to Act:** The specialist has the autonomy to perform strategic sourcing, develop category plans, and negotiate commercial terms within supply/service contracts.
- **Magnitude:** The role has a direct impact on the organization's profit and shareholder value by implementing and maintaining cost-effective procurement requirements.
- **Impact of Decisions:** Decisions made have a significant impact on the company's supply chain, operational disruptions, and overall financial performance.

Qualifications:

- **Education:** A degree in Procurement/Supply Chain Management, Business, or another relevant field. A post-graduate diploma in Purchasing and Supplies Management is also required.
- **Experience:** Over 5 years of experience in a Procurement or Supply Chain environment.