

Job Description

Procurement and Export Specialist

BACKGROUND

The Procurement and Export Specialist is a key role within the business, responsible for ensuring procurement, import and export and supply chain activities are delivered efficiently, compliantly and in accordance with robust business processes that protect the company's commercial and operational interests

OVERVIEW OF POSITION

The Procurement & Export Specialist is responsible for the effective procurement of goods and services required to support onshore and offshore operations and project delivery, whilst ensuring the compliant and efficient import and export of equipment, materials and documentation to and from international locations.

This role is a key business function with responsibility for supplier management, procurement activities, export coordination and trade compliance. The position plays a critical role in maintaining robust procurement and export processes that support operational performance, safeguard commercial interests and minimise business risk with the post-holder being able to work independently.

The Procurement & Export Specialist will develop, implement and maintain effective procedures, controls and governance arrangements to ensure purchasing and export activities are conducted efficiently, consistently and in compliance with company policies, contractual obligations and regulatory requirements.

Working closely with Operations, Project Management, Engineering, Finance and external suppliers, the role contributes directly to the successful delivery of customer projects and the continued growth of the business.

PRINCIPAL RESPONSIBILITIES AND TASKS

Procurement & Supplier Management

- Source goods and services in line with operational, project and customer requirements.
- Obtain, evaluate and negotiate supplier quotations to achieve best value, quality and delivery performance.
- Raise and manage purchase orders in accordance with company procedures and delegated authority limits.
- Develop and maintain strong supplier relationships to support continuity of supply and service excellence.
- Monitor supplier performance against agreed quality, cost and delivery objectives.
- Expedite critical orders to ensure project schedules and operational requirements are achieved.
- Identify and implement opportunities for cost reduction, value improvement and supply chain efficiencies including but not limited to the use of discounts with trade distributors.
- Support supplier qualification, performance reviews and ongoing supplier development activities.
- Maintain approved supplier records and procurement documentation.
- Process and procedure alignment to ISO recognised practices and documentation.

Export & Logistics Management

- Coordinate international shipments and exports in support of offshore projects and business operations.
- Prepare, review and maintain all export documentation including commercial invoices, packing lists, certificates of origin and customs documentation.
- Liaise with freight forwarders, customs brokers and logistics providers to ensure timely and compliant shipment of goods.

Procurement and Export Specialist

- Ensure all export activities comply with relevant legislation, customs requirements, sanctions regulations and customer obligations.
- Monitor shipment status and proactively resolve transportation, customs or documentation issues.
- Maintain accurate export records and ensure documentation is retained in accordance with company and regulatory requirements.
- Support equipment mobilisation and demobilisation activities for offshore projects.
- Monitor changes in export regulations and communicate any business impacts.

Process Governance, Compliance & Risk Management

- Develop, maintain and continuously improve procurement and export procedures and control measures.
- Ensure robust and auditable processes are in place across all procurement and export activities.
- Identify, assess and mitigate commercial, contractual, supply chain and regulatory risks.
- Ensure compliance with company policies, customer requirements and applicable legislation.
- Maintain accurate and complete records to support traceability, governance and audit requirements.
- Ensure appropriate approval controls, supplier due diligence and segregation of duties are maintained.
- Support internal and external audits and implement corrective actions where required.
- Monitor compliance performance and report on key procurement and export metrics.
- Promote a culture of continuous improvement, process discipline and risk awareness across the business.

Stock & Asset Control

- Monitoring and management of stock levels working in close liaison with the Workshop Supervisor
- Oversee the coordination of the physical asset register and marketing of assets for resale.

Business Support

- Work collaboratively with Operations, Engineering, Finance and Project Management teams to support successful project execution.
- Acting as the subject matter expert, provide procurement and export expertise to support business planning and decision-making.
- Ongoing development of ISO procedures & documentation.
- Contribute to continuous improvement initiatives that enhance operational efficiency and business performance.

KEY MEASURES

- Procurement performance
 - Supplier on-time delivery performance
 - Purchase Order accuracy and processing efficiency
 - Achievement of cost savings and value improvements
 - Supplier quality and service performance
- Export and Logistics performance
 - On time shipment and delivery performance
 - Export documentation accuracy
 - Customs clearance success rate
 - Compliance with export regulations and customer requirements
- Process, Compliance and Risk Management
 - Compliance with procurement and export procedures
 - Conduct supplier audits, and register audit findings and corrective action closure performance
 - Accuracy and completeness of procurement and export records
 - Implementation of process improvement initiatives
 - Demonstrable maintenance of effective controls and governance arrangements.

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FORMAL EDUCATION Essential • Education to A-level standard or equivalent Desirable • Chartered Institute of Procurement & Supply (CIPS) qualification or working towards certification • Relevant international trade, customs or export compliance qualifications
EXPERIENCE <u>Essential</u> • Experience in procurement, purchasing, supply chain or commercial support roles • Experience coordinating exports, imports and international shipments • Strong understanding of procurement principles, supplier management, audits and commercial negotiations • Experience preparing and managing export/import and customs documentation • Experience operating within controlled processes and compliance frameworks • Experience supporting ISO management systems and audit processes • Proficiency in Microsoft Office applications and ERP/MRP systems • Familiarity with HMRC systems such as the Export Control Joint Unit (ECJU), System for Portfolio and Electronic Licensing (SPIRE), and allocation of Tariff Commodity Codes. • Strong administrative, organisational and record management skills. <u>Desirable</u> • Experience within offshore services, engineering, marine, oil and gas, renewables or related technical industries • Knowledge of Incoterms, customs procedures and international trade regulations • Experience of SAGE Intacct • Experience implementing process improvements and strengthening business controls • Knowledge of supply chain risk management principles.
KEY BEHAVIOURS • Accountability - Takes ownership of responsibilities and delivers commitments consistently. Demonstrates integrity, reliability and attention to detail. • Commercial awareness - Understands the commercial impact of procurement and logistics decisions. Balances cost, quality, service and risk considerations effectively. • Risk and Compliance focus - Maintains high standards of governance and process discipline. Proactively identifies risks and implements appropriate controls. • Planning and Organisation - Effectively manages priorities and competing deadlines. Maintains accurate records and documentation. • Communication and Relationship Management - Builds positive and professional relationships with suppliers, customers and colleagues. Communicates clearly and effectively with stakeholders at all levels. • Continuous Improvement – Seeks opportunities to improve efficiency, controls and business performance. Embraces change and supports the implementation of best practice. • Teamwork – Collaboration effectively across department and functions. Contributes positively to achieving company objectives and project success.
TRAVEL REQUIREMENTS Minimal travel may be required as part of this position including, but not limited to, other Company worksites or associated vendors.
LOCATION Office based – Blyth

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REPORTING LINES

Reporting to

- Finance Director

Direct reports

- Not applicable