



**JOB TITLE: Procurement & Contracts Administrator - Operations**

*Full Time, Exempt*

**GENERAL STATEMENT OF DUTIES:**

Under minimal supervision, the ideal candidate must be proficient with supply chain management tasks; all aspects of procurement and be able to establish strong relationships with suppliers and vendors. The role requires key partnerships with all departments within operations including maintenance and plant operation as well as other functional department leads. The candidate should possess good verbal and written communication skills. The candidate must have strong working knowledge of Microsoft Office suite.

**SUPERVISOR:** VP of Operations | **DEPARTMENT:** Operations

**LOCATION:** Houston, TX

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*Stabilis Solutions retains the right to modify or change the duties or essential functions of the job at any time.*

- Works closely with Stabilis Solutions Operations team, along with other Department leads including Stabilis' Contracts Administrator - Commercial/Sales to execute company supply chain strategy.
- Develops sound, cost-effective strategies for the purchasing of materials and equipment.
- Develop and implement controls and protocols for companywide purchasing policy.
- Mitigates supply chain risk through supplier qualification, development and alternatives.
- Maintains procurement records and keeps them current according to state standards; reviews contracts and maintains an efficient central filing system for contracts and renewals to assure contract compliance.
- Establishes strong, collaborative relationships with key internal and external stakeholders to strategically develop, implement and optimize vendor management processes, tools and policies to achieve performance objectives.
- Maintains and ensures accuracy of COI database.
- Conducts cost analyses and sets benchmarks for continuous improvement.
- Maintains relationships with suppliers while continually scouting for additional sources/vendors.
- Negotiates contracts, terms and deadlines with vendors.
- Manages an efficient communication and flow of purchase orders, deliveries of goods, and inventory management to ensure optimal business operations.
- Monitors supplier performance and ensures contractual obligations are met.
- Evaluates spending operations while seeking ways to improve and enhance the quality of products purchased, the timeliness of deliveries, and inventory management optimization.
- Creates and presents reports and metrics as required/requested
- Works closely with the Contract Administrator-Commercial Sales, and the finance and compliance departments to make sure contracts and terms are favorable

**QUALIFICATIONS:**

- Bachelor's degree in Supply Chain Management, Business, or related field
- Minimum of 8 years of experience in procurement/supply chain management
- Excellent written and verbal communication skills
- Strong organizational and analytical skills
- Experience in related industry experience (natural gas or energy) preferred
- Proficiency with Microsoft Office suite specifically Excel, Word, and PowerPoint
- Demonstrated ability able to work cooperatively and positively on cross-functional teams, supporting team and company goals
- Demonstrated ability to monitor and maintain cost controls
- Ability to be a self-starter and effectively use time management skills.

**WORKING ENVIRONMENT:**

- Office equipment will be used including copy machines, telephones, keyboards and computers. Skills and activities require fine motor dexterity, good vision, good hearing and clear speaking.
- Non-smoking and drug free workplace.

**DRUG-FREE WORKPLACE STATEMENT:**

Stabilis Solutions, Inc. is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state and local laws. Our values promote employee participation in the delivery of quality services to our clients and customers. Employees are subject to pre-employment and random drug screens. Medical evaluations may also be required.

**EQUITY IN THE WORKPLACE:**

Stabilis Solutions, Inc. celebrates diversity in the workforce. We welcome applicants of all ages, ethnicities, genders, sexual orientations, and religions.

**WORK SCHEDULE:**

The Procurement position is a full-time salaried exempt position with some expected overtime as required by the business.

**UPDATED: June 2022**