

Job Title: Procurement Manager**Company:** LIAT (2020) Limited**Location:** Antigua & Barbuda

About LIAT2020: LIAT (2020) Limited is an innovative and dynamic start-up airline on a mission to connect the sub region with the rest of the world, disrupting the regional the aviation industry by providing affordable and efficient travel solutions. Committed to delivering a seamless and exceptional flying experience, we prioritise sustainability and profitability. As we embark on this exciting journey, we are seeking a highly experienced and ethical Procurement Manager

Our Company Culture:

Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As a valued team member, you will play a crucial role in supporting this positive work environment.

Position Overview: As the Procurement Manager for our airline, you will play a pivotal role in sourcing, negotiating, and managing relationships with suppliers to ensure the uninterrupted flow of both technical and non-technical goods and services critical to our operations. The ideal candidate will have a strong background in procurement, excellent negotiation skills, and the ability to collaborate across departments to meet the LIAT20's strategic objectives.

Key Responsibilities:**Technical Procurement:**

Aircraft Components and Parts:

- Source and negotiate procurement contracts for aircraft components, parts, and systems.
- Collaborate with technical teams to identify, evaluate, and select suppliers for aviation components.

Aviation Equipment:

- Manage the procurement of ground support equipment, avionics, and specialized tools.
- Ensure compliance with aviation regulations and standards in all technical procurements.

Maintenance and Repair Services:

- Negotiate contracts for maintenance and repair services for aircraft and associated systems.
- Develop and maintain relationships with approved maintenance providers.

Technology and IT Equipment:

- Collaborate with the IT department to ensure alignment with technology requirements.
- Procure and manage technology-related equipment for the airline's operations.

Non-Technical Procurement:

Office Supplies and Services:

- Source and manage contracts for office supplies, stationery, and office equipment.
- Oversee service contracts for office cleaning, security, and other facility-related services.

Corporate Services:

- Procure services related to corporate events, travel, and employee benefits.
- Negotiate contracts with service providers for catering, transportation, and accommodation.

Logistics and Transportation:

- Manage contracts for transportation and logistics services, ensuring timely and cost-effective delivery of goods.
- Coordinate with logistics providers for efficient supply chain management.

Contract Negotiation:

- Negotiate terms, conditions, and pricing with suppliers to achieve optimal agreements.
- Ensure compliance with regulatory requirements and industry standards.

Supplier Relationship Management:

- Establish and maintain strong relationships with key suppliers.
- Conduct regular performance reviews and implement improvement plans as needed.

Budget Management:

- Develop and manage procurement budgets.
- Monitor expenditures and implement cost-saving initiatives.

Risk Management:

- Identify and mitigate procurement-related risks.
- Ensure compliance with legal and regulatory requirements.

Policy Compliance:

- Develop and enforce procurement policies and procedures.
- Ensure adherence to ethical standards and promote transparency in procurement practices.

Required Core Competencies, Experience, and Qualifications:

- In-depth knowledge of aviation regulations and technical specifications.
- Strong negotiation, contract management, and supplier relationship management skills.
- Excellent communication and interpersonal skills.
- Familiarity with procurement software and tools.
- Excellent analytical and time management skills
- A minimum of five (5) years' proven experience in procurement, preferably in the aviation industry
- Bachelor degree in Business Administration, Supply Chain Management, or a related field (Master's in a related field is a plus).
- Relevant certifications (e.g., Certified Professional in Supply Management - CPSM) are advantageous.
- Commitment to continued learning and personal development.

Benefits:

- Competitive remuneration package
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment

This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aims to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you