

**Job Title:** Supervisor Purchasing  
**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 aviation industry by providing affordable and efficient travel solutions. Committed to delivering a seamless and exceptional flying experience, we prioritize sustainability and profitability. As we embark on this exciting journey, we are seeking a highly motivated and results-driven Airline Route Planner.

**Our Company Culture:**

Recognizing 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. Airline Route Planner, you will play a crucial role in supporting this positive work environment.

**Position Overview:**

LIAT (2020) Limited is seeking a highly motivated and results-driven to strategically source, procure, and manage a wide range of aircraft-related materials, parts, and supplies while ensuring cost-effectiveness, quality, and timely delivery. To support company operations by securing the necessary resources, negotiating favorable terms with suppliers, and maintaining efficient inventory levels to meet operational demands, thereby contributing to the overall efficiency and effectiveness of the company.

**Key responsibilities:**

- Develop and implement strategic sourcing strategies to optimize procurement decisions and maximize value for the organization.
- Proactively seek cost reduction opportunities through negotiation, value engineering, and alternative sourcing options.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Ensure adherence to ethical procurement practices and compliance with all relevant laws, regulations, and industry standards.
- Be prepared to respond to urgent procurement needs in emergency situations, such as AOG (Aircraft on Ground) scenarios, and ensure timely resolution.
- Assess and mitigate risks associated with the procurement process, including supply chain disruptions, price fluctuations, and quality issues.
- Continuously monitor industry trends, market conditions, and supplier performance to identify opportunities for cost savings and improvements in the procurement process.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine the need for changes.
- Consider sustainability and ethical factors when selecting suppliers and products, ensuring adherence to environmental and social responsibility standards.
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.

- Determine if inventory quantities are sufficient for needs, utilize data analytics tools and techniques to analyze procurement data, identify trends, and make data-driven decisions.
- Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders to verify accuracy, terminology, and specifications.
- Ensure adherence to ethical procurement practices and compliance with all relevant laws, regulations, and industry standards.
- Maintain a comprehensive contract management system to track contract performance, milestones, and deadlines, and proactively address contract-related issues.
- Manage procurement budgets effectively, tracking expenditures, and ensuring alignment with organizational financial goals.

**Required Qualifications & Experience:**

- A first Degree in Business Administration or Management Studies or related field
- Certificate in Purchasing and Supply from the Chartered Institute of Purchasing and Supply
- 1-3 years' experience in a similar capacity, dealing with the procurement of aircraft components, consumables, and expendable spares.
- Individuals must be competent in the use of enterprise resource planning software such as Oracle PeopleSoft, Microsoft Great Plains software, SAP software.
- Working Knowledge of Inventory management system software.
- Excellent MS Office suite software
- Excellent knowledge of project management software such as Microsoft Project
- Excellent knowledge of PMI
- Air Legislation- Procurement Materials and Control
- Company Procedures Manual