

# MARSHALLS ENERGY COMPANY

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Manager, Procurement and Warehouse		
<b>DEPARTMENT</b>	<b>SECTION</b>	<b>LOCATION</b>	<b>REPORTING TO</b>
Corporate Services	Procurement & Warehouse	MEC HQ, Majuro	Director, Corporate Services

### **SUMMARY:**

The Manager, Procurement and Warehouse is a senior operational role responsible for leading and transforming MEC's procurement and warehousing functions. Operating across MEC's service areas in the Marshall Islands, where reliable supply chains are critical to maintaining electricity services on multiple islands, this position plays a pivotal role in improving the efficiency, cost-effectiveness, and reliability of how materials, equipment, and parts are acquired, stored, and distributed.

The successful candidate will bring deep procurement expertise to modernize MEC's purchasing practices: shifting from reactive, last-minute ordering (which incurs high air and expedited freight costs) to structured, data-driven, proactive inventory planning. They will oversee the proper organization and security of corporate warehouses and ensure that critical operational materials — including electrical meters, cables, transformer components, generator parts, and associated hardware — are consistently available to support field operations across all islands.

## **I. KEY DUTIES**

### **A. Procurement Management**

1. Lead and manage all procurement activities for MEC in accordance with applicable laws, regulations, and MEC policies, ensuring transparency, fairness, and value for money in all purchasing decisions.
2. Develop, document, and maintain a comprehensive Procurement Policy Manual covering procurement thresholds, vendor selection criteria, competitive bidding procedures, approval workflows, and conflict-of-interest safeguards.
3. Drive a shift from reactive to proactive procurement by analyzing consumption trends, equipment failure histories, and operational schedules to anticipate material needs well in advance — minimizing costly expedited shipping and air freight associated with emergency purchases.
4. Develop and manage an approved vendor database, including pre-qualified suppliers for critical categories such as electrical equipment, generator parts, cables, meters, and consumables. Establish standing purchase agreements and blanket orders where appropriate to reduce lead times and costs.
5. Coordinate procurement activities with the Finance, Operations, Engineering, Generation, Distribution, Renewable Energy, Shipping and Petroleum departments to align purchasing with budget cycles, capital projects, and maintenance schedules.
6. Monitor international and regional supply markets for materials critical to MEC's operations, providing

management with advance notice of supply risks, price changes, or sourcing alternatives.

7. Evaluate and negotiate supplier contracts, payment terms, warranties, and shipping arrangements to optimize total cost of ownership, with particular attention to freight costs given MEC's remote island operating environment.
8. Ensure all procurement documentation — purchase orders, quotations, contracts, invoices, and approvals — is complete, accurate, and properly filed in accordance with audit and compliance requirements.

### **B. Warehouse and Inventory Management**

9. Oversee the day-to-day operations of MEC's corporate warehouses, ensuring they are organized, clean, safe, and efficiently laid out to enable rapid identification and retrieval of parts, materials, and equipment.
10. Implement and maintain a systematic inventory management system with clear labeling, bin locations, and a computerized or structured records system that provides real-time visibility of stock levels across all warehouse locations.
11. Establish minimum stock levels (reorder points) for critical operational items — including electrical meters, service cables, distribution hardware, transformer components, and generator parts — to ensure field teams always have access to essential materials without delay.
12. Conduct and oversee regular physical inventory counts (cycle counts and full audits) at each warehouse location to ensure records' accuracy and investigate and resolve discrepancies promptly.
13. Implement and enforce robust warehouse security measures to protect MEC assets from theft, damage, or unauthorized access. This includes access control, surveillance, receipt and issuance procedures, and regular security audits.
14. Ensure proper storage conditions for all materials, including appropriate handling of hazardous materials, protection of sensitive electrical components, and compliance with safety and environmental regulations.
15. Coordinate logistics for inter-island material transfers, ensuring that field stations on outer islands receive needed parts and materials in a timely and cost-efficient manner.

### **C. People and Performance Management**

16. Lead, supervise, and develop the Procurement and Warehouse team, setting clear performance expectations and providing regular coaching, feedback, and formal performance evaluations.
17. Design and implement training programs to build staff competency in procurement procedures, warehouse operations, inventory systems, safety practices, and customer service to internal departments.
18. Ensure all staff comply with MEC safety and security policies and are trained in both routine procedures and emergency protocols relevant to warehouse operations.

### **D. Reporting, KPIs, and Continuous Improvement**

19. Develop, track, and report on key performance indicators (KPIs) for the procurement and warehouse functions, including metrics such as: procurement cycle time, cost savings achieved, stock-out incidents, inventory accuracy rate, on-time delivery rate, and freight cost as a percentage of purchase value.
20. Present regular performance reports to the Director of Corporate Services and contribute data to MEC's broader operational planning and budgeting processes.
21. Continuously identify opportunities to improve procurement and warehousing systems, processes, and

tools — including consideration of digital/ERP solutions appropriate to MEC's scale and operating environment.

22. Ensure confidentiality of procurement-related documents, contracts, and pricing information, and establish appropriate access controls for sensitive information.

Perform other related duties as assigned by the Director of Corporate Services.

## **II. KEY RELATIONSHIPS**

- Reports directly to the Director of Corporate Services.
- Works closely with all departments and island station managers to plan and fulfill procurement and materials requirements.
- Interfaces with external suppliers, freight forwarders, customs agents, and logistics providers. Coordinates with the Finance Department on purchase approvals, budget compliance, and invoice processing.

## **III. QUALIFICATION REQUIREMENTS**

**EDUCATION:** A Bachelor's degree in Supply Chain Management, Business Administration, Logistics, Engineering, or a related field is preferred.

- An Associate's degree combined with extensive relevant experience will be considered.
- Professional certification in procurement or supply chain (e.g., CPSM, CIPS, CPIM) is a significant advantage.

### **EXPERIENCE:**

- A minimum of seven (7) years of progressively responsible experience in procurement, supply chain, or materials management, including at least three (3) years in a Managery or management role.
  - Demonstrated experience managing procurement for technical or industrial operations — experience in the utilities, energy, construction, or infrastructure sectors is strongly preferred.
  - Proven track record of implementing or improving procurement policies, vendor management programs, and inventory control systems.
- Experience operating in remote, island, or similarly challenging logistics environments is highly advantageous.

### **SKILLS AND COMPETENCIES:**

- Strong knowledge of procurement principles including competitive bidding, contract management, supplier evaluation, and cost analysis.
- Solid understanding of warehouse operations, inventory management methodologies (e.g., min/max, FIFO, safety stock), and physical asset management.
- Ability to analyze spending data and usage patterns to develop proactive procurement plans and reduce emergency/expedited purchasing.

- Familiarity with electrical utility materials and equipment (e.g., meters, cables, transformers, switchgear, generator components) is a strong advantage.
- Demonstrated leadership: ability to motivate, develop, and hold accountable a small team in a service-oriented department.
- Strong analytical and problem-solving skills, with the ability to make sound decisions under time pressure and with limited resources.
- Excellent written and oral communication skills in English; ability to prepare clear reports and present findings to management.
- Ability to work collaboratively across all departments and build trust as a responsive internal service provider.
- High attention to detail in documentation, records management, and financial compliance.
- Proficient in MS Office (Word, Excel, PowerPoint); experience with inventory management software or ERP systems is an advantage.
- Integrity and commitment to ethical procurement practices.

#### **WORKING CONDITIONS**

IV.

- Primary work location is MEC Headquarters, Majuro, Marshall Islands.
- Occasional inter-island travel to outer island stations may be required to assess warehouse conditions, conduct inventory checks, or support logistics operations.
- Some after-hours availability may be required to respond to urgent procurement needs arising from operational emergencies.

MEC Corporate Services Department

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