

# JOB POSTING

<b>Position:</b>	Supply Chain Analyst/Specialist	<b>Location:</b>	Houston, Texas
<b>Grade/Salary Range:</b>	2 / 3	<b>Posting No.</b>	
<b>Business Unit:</b>	Global Supply Chain – Africa	<b>Posting Date:</b>	
<b>Reports To:</b>	Sam Rentfrow	<b>Closing Date:</b>	
<b>Apply To:</b>			
<b>Relocation Availability:</b>			

## **POSITION SUMMARY:**

This position is responsible for providing tactical procurement and contract strategy development and implementation in support of the Production Operation for Equatorial Guinea. This role takes ownership and accountability for understanding customer material requirements and coordinating contracting activities to meet those needs. A contracting background, negotiation skills, interpersonal skills, and attention to detail are essential for success in this role.

## **ROLES/RESPONSIBILITIES:**

- Provide tactical procurement support for production operations
- Identify procurement opportunities by leveraging spend improved standards and specifications and optimized supply chain tactics as well as other best practice methodologies.
- Develop and implement project contracting strategies
- Coordinate overall tender process, including determination of bid list, commercial bid evaluation of proposals, coordination with internal customers to identify best business solution
- Negotiate contract terms and conditions with contractors and interface with cross-functional staff (Operations, Legal, Tax, & Accounting) where appropriate
- Build strong working relationships with internal customers to understand their requirements, drivers and timelines
- Understand business drivers and participate in Business Unit strategic planning
- Manage contracts and apply appropriate level of overview to assure appropriate contracts are in place within required timeframes
- Identify key Contract risks over the project lifecycle and derive and own the mitigation plan to address these

- Work with the Hess Global Supply Chain Team and networks to ensure best practice in procurement strategy and supply chain management is identified / applied and corporate leverage gained wherever possible
- Plan and strictly adhere to schedule to ensure key dates and milestones are properly communicated to the team
- Establish effective contractor/supplier relationships, monitor their performance as required, identify and resolve contractor performance problems
- Perform financial evaluations of contractors
- Facilitate contractor meetings as required

**SKILLS/COMPETENCIES (E=Essential, I=Important, P=Preferred):**

E - Ability to negotiate and execute various contract types including: Long Term “Call-Off” Service Agreements, Consulting, Equipment and Materials, etc.

E - Strong interpersonal and communication skills

E - Able to work within a project environment with critical drivers and timelines

E - Strong computer skills including SAP, Word, Excel, PowerPoint, Project, etc.

E - Demonstrates strong organization and prioritization skills

I - Understanding of contract legal terms and conditions and various compensation models.

P - Knowledge of oil and gas production operations

P - Ability to work independently with minimal supervision.

P - Knowledge and application of contracting methodologies, risk analysis and principles of contract law.

**EXPERIENCE:**

A minimum of 5 years in Supply Chain and/or Contracts support for major projects. E&P Company experience preferred.

**EDUCATION / TRAINING:**

Bachelor’s degree in Supply Chain Management, Business Administration, Accounting or Engineering required. Advanced degree preferred.