

# Materials Buyer

SBM Offshore is a world leader in floating production solutions. Our main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading (FPSO) vessels. We employ over 4,800 people spread over eight locations, nine operational shore bases and the offshore fleet of vessels worldwide.

Through our local affiliate, Guyana Deep Water Operations Inc. (GDO), we are the Operator of the Liza Destiny FPSO, which will be located in the Stabroek Basin, approximately 200km northeast of Georgetown offshore Guyana.

We are looking for an experienced **Materials Buyer** to work in our office located in Georgetown.

The main responsibilities for this position include:

- Ensure all purchasing is done in accordance with SBM procedures and budget;
- Work with internal and external stakeholders to ensure proper materials are sourced and delivered in a timely manner.
- Ensure purchasing is done in accordance with legal requirements;
- Ensure vendor compliance with internal and external procedures, regulations and laws;
- Assist with the procurement and planning for critical stocks of parts and special equipment orders;
- Maintain accurate and current purchasing files within the Shore Base;
- Liaise with the warehouse to integrate efforts and allow for efficient movement of materials.
- Expedite and track shipments to ensure timely delivery.

## QUALIFICATIONS / SKILLS / EXPERIENCE

- 3-5 years' experience in a similar role;
- Familiarity with purchasing processes and materials administration systems;
- Experience with purchasing workflows and organization;
- High attention to detail;
- Ability to multi-task and manage conflicting deadlines and priorities.
- Must be Guyanese living in Guyana.

## WORKING CONDITIONS

- Monday to Friday, 8 hours per day;
- Office located in Georgetown;
- Busy, fast-paced environment.

## COMPENSATION PACKAGE

- Permanent, full-time position;
- Competitive salary;
- Medical and dental benefits.

If you are interested in this exciting opportunity, please submit your CV to:

**The Director  
Manpower and Recruitment  
El Dorado Offshore  
23 Brickdam, Stabroek  
Or email CV to [recruitment.gy@eldoradooffshore.com](mailto:recruitment.gy@eldoradooffshore.com)**

**At this time we are seeking candidates who are Guyanese.**

We wish to thank all those who apply for their interest, however only those selected for an interview will be contacted.  
For more information on SBM, please visit [www.sbmoffshore.com](http://www.sbmoffshore.com)