

**BLESSEY MARINE SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Purchasing Manager

**DEPARTMENT:** Purchasing

**FLSA STATUS:**

**DATE:** April 21, 2008

**SUMMARY DESCRIPTION:**

To ensure the most cost-effective and timely way to provide the vessels with groceries, fuel, and supplies.

**SUPERVISION:**

Reports to: Chief Operating Officer

**ESSENTIAL JOB FUNCTIONS:**

- Track fuel costs on a daily basis.
- Communicate with all the vessels on a daily basis regarding their location, fuel consumption, and their destination to make sure that deliveries are taken at the optimum times.
- Coordinate the delivery of supplies to vessels directly.
- Communicate directly with the fuel vendors to inform them of future deliveries of fuel and what that specific need will be.
- Fill out Purchase Orders and review for accuracy of prices and quantities on a daily basis while maintaining organized and updated files of such.
- Handle and input all invoices. Make sure all figures coincide with the Purchase Orders.
- Keep track of all fuel and lube purchases by gallon on a regular basis.
- Approve all purchasing invoices.
- Implement and support new procedures.
- Establish new accounts with vendors.
- Ensure with vendors that we are getting optimum competitive pricing.

**SUPPLEMENTAL FUNCTIONS:**

- Supply vessels with current supply catalogs so that captains can stay informed of current prices to control their individual budgets.
- Prepare presentation for the annual captain's meeting.
- Stock any new boats with all supplies needed for start-up.
- Work with operations on budget for fuel and supplies.
- Solicit vendors for gifts/donations for various Blessey functions.
- Reconcile all issues that may arise with accounting.
- Reconcile all issues that may arise with vendors.

**PHYSICAL SKILLS:**

- Use telephone on a daily basis.
- Use calculator on a daily basis.
- Use FAX machine and copier on a daily basis.
- Use Excel, Word and Outlook on a daily basis.

**PHYSICAL REQUIREMENTS:**

- Requires walking, climbing, stooping, reaching, pushing, hearing, depth perception, jumping, crouching, lifting (minimum 25 pounds), handling, talking, standing, kneeling, carrying, seeing, pulling, balancing, turning, sitting, throwing, feeling, and grasping.

**WORKING CONDITIONS:**

- Exposed to moderate level of noise in the workplace.
- Requires being on call 24 hours a day, seven days a week.

**TRAVEL REQUIREMENTS:**

Occasionally required to travel to Houston.

**QUALIFICATIONS:**

- Previous purchasing experience required.
- Marine industry knowledge required
- Bachelors Degree.
- Management experience preferred.

**NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required for this job.**