


Logistics & Procurement Coordinator		Ad #	16/26	Rev #	1.0	 AquaBioTech Group
Prepared by:	LCD	Expected start date:	Q2 2026			
Approved by:	DSD	Last Revision date	08 - May - 26	<small>\\Filesrv\hr\HRManagement\HR2022-2025\Job Adverts 2025-2027\ABTG-LogisticsAndProcurementCoordinator-01-May-26.docx</small>		

Immediate Vacancy

Logistics & Procurement Coordinator

AquaBioTech Group is looking for an astute logistics & procurement coordinator to be part of our team to oversee the logistics and purchasing activities and ensure that purchased items are both cost-efficient and of high quality. To be successful as a logistics & procurement coordinator you should have an analytical mind and keep up with product and service trends. Ultimately, a logistics & procurement coordinator should be able to negotiate well and ensure that all purchases comply with company standards.


This position is only open for EU/EEA/UK passport holders or TCNs presently residing in the EU with the required permits.

Overview of associated tasks

This is a critical position within **AquaBioTech Group** and the post holder is required to demonstrate a strong background in logistics and procurement. They will have a diverse portfolio some aspects of which are described below:

Key Accountabilities

- Preparing plans for the purchase of equipment, services, and supplies.
- Organising shipments in and out in the most efficient way.
- Following and enforcing the company's logistics and procurement policies and procedures.
- Reviewing, comparing, analysing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.

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- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.
- Receiving good deliveries
- Maintaining our warehouse stocks and inventories

The position requires a person who is highly motivated and self-organised. The selected person must be prepared to work to very tight deadlines in multi-functional projects and in conjunction with a team of multi-disciplinary and international staff based at our head-office based in Malta.


Qualifications & Knowledge

The position is open to all persons who have the required experience and attitude to get the job done. The successful candidate will need to have a deadline driven and organised, with excellent interpersonal skills, showing a good disposition to work in a dynamic team, with a can-do positive attitude.

Ideal Requirements:

- Degree in accounting, business management or a similar field preferred.
- 2+ years of experience as a procurement officer or in a similar position.
- Proficiency in Microsoft Office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory experience.
- Attention to detail and deadlines.

The selected candidate will have to speak and write English fluently and be in possession of a clean EU/EEA/UK passport OR be a third-country national (TCN) presently residing in the EU. Knowledge of any other languages would be considered an asset, although not

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essential. The selected candidate must have a clear passport with no travel restrictions, no legal convictions held at any time and be in possession of a clean driving licence.

Financial Package

The successful candidate will be offered a long-term, fixed-term contract with the company that can be extended. The starting package offered for this position will be structured largely upon the chosen candidate, reflecting the experience the candidate brings to the company, but also in line with the cost of living in Malta and could include an accommodation package, if required.

Application Procedure

Further information about the **AquaBioTech Group** and the services we offer can be viewed at www.aquabt.com. Applicants are strongly encouraged to submit a full *Curriculum vitae* in **AquaBioTech Group** Europass format that can be downloaded from our website. This file must be filled using **Adobe Acrobat Reader®** or any other PDF viewer (not directly on your browser).

Questions about the application should be directed to the HR Department, on recruitment@aquabt.com