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| <b>POSITION:</b>          | Supply Coordinator – Middle East, India, Africa   | <b>DEPARTMENT:</b>   | EMEA Supply   |
| <b>LOCATION:</b>          | Dubai, UAE  | <b>REPORTING TO:</b> | Director of Supply – Middle East / Indian Sub-Continent |
| <b>POSITION DIMENSION</b> | To support business development with and the management of AEG Fuels' supply and vendor network in the Middle East, Indian Sub-Continent, and Africa. |                      |   |

**Company Description:**

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and corporate operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 3,000 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 38 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

**AEG Core Values:**

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

**Responsibilities**

- Work with AEG Team to understand and consolidate the strategies, business opportunities, and negotiations of the AEG Supply Team in the Middle East, Indian Sub-continent, and Africa.
- Deliver business cases to supply leadership that focus on creating new opportunities and optimizing existing sales in new markets and with new supply chains
- Perform general supply management administration, including the resolution of price disputes, the collection of transaction details and bills of ladings, efficient 24/7 operations support, and account reconciliation.
- Support the development and management of supplier relationships through the distribution of feedback, market intelligence, and growth opportunities.
- Review, catalogue, and distribute information related to customer demand, feedback and bid results as part of RFP process.

- Conduct reports and provide recommendations to management for negotiating supply contracts with fuel and service providers.
- Understand the supply chains and economic considerations unique to each region and provide useful summaries to leadership and AEG Sales.
- Work with Global Supply to expand the company's Sustainable Aviation Fuel and Carbon Neutrality program.

### **Requirements:**

- University degree in Business Management, Economics, Business Administration, Procurement, Supply Chain Management or similar discipline is highly desired.
- Ability to read, write, speak and understand English.
- Advanced to expert Microsoft Excel experience which includes building spreadsheets, pivot tables and working with formulas.
- At least 5 years' experience in Aviation Operations, Supply Chain Management, Procurement, Oil and Marketing Operations or similar roles with a strong track record.
- Willingness to travel within the Middle East, India, and Africa.
- Ability to professionally interact with others at all levels across the organization.
- Strong communication skills and ability to engage a variety of people and understand their needs (finance, sales, supply chain, marketing, operations)
- Ability to review, analyze, and evaluate business systems and user needs.
- Identify potential problems, present alternatives and propose solutions.
- Able to work under pressure and meet deadlines.
- Ability to prioritize and multi-task in a fast paced, changing environment and be detail oriented.

### **Desired Attributes:**

- Skillful in designing and articulating results- driven "plans of action" that are aligned with the Company's strategic goals. Able to manage teams and present information in a "Senior-management-ready" style.
- Self-starter who finds success in a high-energy environment and focuses on results.
- Analytical decision-making skills that foster thoughtful options for action.
- Personal integrity and dedicated to a culture of continuous improvement and exceptional customer experience.