

JOB DESCRIPTION

LOCATION: Southeast U.S.
TITLE: Procurement Forester
REPORTS TO: Fiber Procurement Manager

Logistical Requirements

Travel Required		Significant	X	Moderate		Minimal	None
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Essential Functions

- Be a proactive safety leader, creating a “Safety First” culture.
- Assist the Fiber Procurement Manager with daily plant and supplier interaction / needs.
- Develop and maintain role of key relationship manager with select fiber suppliers, ensuring all supplier relationships are well supported and provide feedback to suppliers as needed.
- Coordinate with / assist office administrative staff to maintain supply contracts, tract details and delivery schedules in the fiber supply management system (3Log).
- Become familiar with wood fiber scaling and settlement systems.
- Maintain current market knowledge of fiber flows, competitor strategies and fiber pricing.
- Assist with fiber inventory management.
- Track all aspects of fiber supply sustainability as required by DBI policy; conduct random supplier compliance audits for documentation and forest operating practices that meet fiber purchase requirements (adherence to Best Management Practices (BMP’s) and other field aspects of tract management.
- Track supplier performance metrics (% delivery vs. order; turn-time; cost; quality, sustainability compliance, etc.)
- Collaborate with mill operating staff and leadership to ensure Drax Biomass facilities are considered a “destination of choice” and fiber supply products meet quality specifications.
- Must be able to work independently, plan forestry field activities and work alone in forest tract reconnaissance.
- Other duties as assigned by the Fiber Procurement Manager

Additional Responsibilities

- Other duties as assigned

Knowledge, Skills and Abilities Required

- B.S. degree in Forestry from an institution accredited by the Society of American Foresters (SAF).

- Experience: Operational experience (forest management / wood procurement) beneficial but not required.
- Proficient with computers, MS Office programs and common forestry technical tools.
- Valid driver's license
- Must be analytical and data-driven.
- Knowledge of forest certification systems such as American Tree Farm, Forest Stewardship Council, Sustainable Forestry Initiative