



## About SHV Energy & Petromax LPG

SHV Energy is a global leader in decentralized, low-carbon and clean energy solutions, operating in 21 countries across 4 continents, serving 30 million+ customers.

Join one of the fastest-growing LPG companies in Bangladesh and be part of a global energy leader.

We are looking for a dynamic and skilled Deputy/Assistant Manager – Supplies to strengthen our Operations team

Location: Corporate Office, Petromax

Reports To: Lead – Operations, Supplies & Logistics

### **Key Responsibilities**

1. Plan and manage LPG imports based on sales forecasts, plant ullage, production capacity, and real-time stock positions across plants, RDCs, and DD points.
2. Coordinate plant production planning, local vessel movements, rentals, swaps, and internal transfers to balance supply and ensure continuous product availability.
3. Manage day-to-day communication with LPG suppliers and traders; support procurement under term, spot, swap, and emergency sourcing arrangements.
4. Coordinate LPG cargo operations including vessel nomination, port and terminal interface, unloading execution, laytime tracking, and demurrage/despatch verification.
5. Manage LPG import documentation and regulatory processes, ensuring timely permits, customs clearance, port compliance, and audit-ready records.
6. Ensure effective management of LPG, refill, and cylinder stock across plants, RDCs, and DDs, including daily monitoring and monthly physical vs SAP reconciliation.
7. Plan, execute, and track cylinder requalification activities in line with safety and regulatory requirements.
8. Manage Distributor Transport Subsidy processes in coordination with Finance and Sales, ensuring accuracy, transparency, and cost control.

Identify supply risks and support contingency planning during market tightness, gas crises, operational disruptions, or infrastructure constraints.

9. Support cost optimization initiatives covering premiums, demurrage, logistics inefficiencies, and supply-related variances.

Lead or contribute to supply-related savings projects, process improvements, and new initiatives.

10. Prepare and maintain daily, weekly, and monthly supply reports, dashboards, and management updates.

### **Required Qualifications & Experience**

- ✓ Bachelor's degree in Engineering, Business, Supply Chain, Maritime, or related fields
- ✓ 5–8 years' experience in LPG, petroleum, energy trading, shipping, or bulk commodity supply
- ✓ Practical experience in LPG import operations, port/terminal coordination & supply execution

✓ Working knowledge of LPG contracts, Incoterms, laytime, demurrage & cargo documentation

#### **How to Apply**

If you believe you are a strong fit for this role, please send your CV to:

 [hasan.zaman@shvenergybd.com](mailto:hasan.zaman@shvenergybd.com)