



INTERNATIONAL ENERGY SERVICES LIMITED

JOB TITLE: Project Material Coordinator

Job Location: Bonny Island

Job Purpose / Objective

To ensure all project materials are procured, delivered, inspected, stored, preserved, and issued in a safe and efficient manner, meeting HSE, quality, cost, and scheduled targets.

Main Accountabilities

- Coordinate the receipt and issuance of client direct procured materials, required for project construction activities.
- Manage the day-to-day activities of the Project Material Storage Area and ensure strict compliance to CLIENT'S safety and security policies.
- Coordinate site material inspection to ensure all materials are delivered according to purchase order specification and quantity.
- Ensure all project materials (including contractors' managed stock) are stored and preserved following general storage best practices and OEMs storage guidelines.
- Coordinate material handling and transport of all project materials and ensure availability for pick up and / or delivery to construction site or any other advised location.
- Manage the inventory of all project materials stored in the Project Materials Storage Area and monitor material usage by contractors and ensure all surplus materials are handed over back to client at the end of the construction.
- Support delivery expediting of all clients direct and indirect (contractor) procurement and ensure materials are delivered ahead of their required-on-site (ROS) date.
- Maintain Projects Procurements & Materials Database of all clients' direct procurement and share periodic reports to the project team.
- Source materials within the Project Materials Storage Area, the client's Main Warehouse and across all clients' satellite storage areas, including Contractors' stock.
- Support project team in planning the disposal of obsolete and decommissioned items according to company procedure and policy.

Job Requirements

Education

BSc. in Engineering and any related Science discipline

Experience

5 years post graduate experience out of which at least 3years should have been in materials management work in the Oil and Gas industry.