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Manager - Material Management

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Company: Petrofac

Location: Tlemcen

Category: other-general

Petrofac is a leading international service provider to the energy industry, with a diverse client portfolio including many of the world's leading energy companies.

We design, build, manage and maintain infrastructure for our clients. We recruit, reward, and develop our people based on merit regardless of race, nationality, religion, gender, age, sexual orientation, marital status or disability. We value our people and treat everyone who works for or with Petrofac fairly and without discrimination.

The world is re-thinking its energy supply and energy security needs; planning for a phased transition to alternative energy sources. We are here to help our clients meet these evolving energy needs.

This is an exciting time to join us on this journey.

We support flexible working requests and have adopted a hybrid approach for most of our office-based roles. We ask employees to be present in the office at least three days per week.

JOB TITLE: MANAGER – MATERIAL MANAGEMENT

Key Responsibilities

Manage, lead and monitor all aspects of material management to control the overall materials availability including planning, forecasting, costing, receiving, storing, and issuing to meet the project's and client's objectives.

Comply with HSSE policy, procedures and legislation performance of duties.

Ensure compliance of subordinates with HSSE policy, procedures and legislation

performance of duties.

Implement health and safety procedures. Operate tools, equipment, and machinery as per safety procedures.

Proactively consolidate all the required information related to the material to be received from Logistics, Delivery and Construction Managers in order design the warehouse and laydown area layout.

Obtain client approval for the Project Materials Management Plan.

Ensure adherence to the project execution plan and that key activities are performed in the right sequence

Implement and maintain current procedures, systems and best practices for demand planning and forecasting to ensure that the material requirements are effectively met.

Coordinate with Construction and Engineering the plans for material identification, material availability in support of installation plans, and equipment requiring special handling at site.

Review the initial master schedule, detailed timing, sequence and actual progress to ensure that the

materials meet the Construction required delivery dates.

Interface between Construction and Procurement to identify, requisition and establish delivery dates for material requirements resulting from design changes, rework, scope changes in Engineering take-offs

Interface and coordinate with client in areas related to material forecasting, demand and operational planning.

Review and sign MRV after QC Inspection and Client review.

Review OSND reports, if any, and follow up for resolution with Expediting/ Project team.

Coordinate with preservation Engineer to make sure the preservation of materials in stock as per preservation procedure and vendor requirements.

Ensure that the quarantine (rejected) materials are maintained by proper identification, labelling and marking, storing, preservation and reporting.

Review MIV of the required material and ensure proper issuance/ transfer to construction/ sub- contract teams.

Sign the MRS in the system and ensure the return of items is through proper inspection, labelling and marking, stocking and preservation as per the preservation procedure and vendor requirement.

Ensure Materials Inventory System is updated after receiving or issuing of material/ surplus and ensure reconciliation of the inventory quantities.

Provide analysis of inventory accuracy, inventory levels against targets, on time shipping and minimization of surplus, waste and scrap

Oversee the resolution of key critical areas and discrepancies. Manage control measures to ensure

risks, inaccuracies and discrepancies are highlighted, addressed and resolved.

Review, monitor and recommend enhancement of the current IT software including inventory control

system, materials information system etc....

Lead the Materials Management team , ensure that overall team is well organized and controlled to effectively support projects

Establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruit, train, supervise, and appraise staff.

Manage the development, training, and performance of project Material Management team and recommend career path for subordinates

Consolidate reviews of staff performance for submission in form of recommendation to

management.

Participate and assist during internal and external audits (Client/ PIL) and implement necessary actions to ensure compliance with procedures and policies.

Manage, lead and supervise the overall project Material Management activities.

Represent the Materials Management function in management meetings.

Oversee the improvement of forecasting activities and methods in order to maintain effective inventory levels.

Review plans at the jobsite for adequacy of material warehousing, maintenance, control and handling. Ensure efficiency of all material issue to Construction.

Identify Surplus Material based on generated reports on SMCS at the end of construction phase.

Review and accept Surplus Requisition and SMR for correctness & completeness of documents and availability of material.

Ensure all necessary information on the surplus materials to be sold such as MTC's, MSDS etc.....

Arrange proper surplus material handover to Client if required.

Arrange for material handover according to Agreement For sale of Surplus Material

Essential Qualifications and Skills

Bachelor Degree in Engineering (preferably mechanical or electrical) 15 to 20 years of relevant experience in materials management preferably with EPC Oil and Gas industry. A minimum of 5 years in an equal role and have managed and coordinated relatively large scale activities and supervised a team of managers.

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Additional Information

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