

DESK ENGINEER

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Company: NADIA GLOBAL

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Our Client, a leading Oil & gas support services company seeks to hire Desk Engineer for Abu Dhabi location. Successful candidates must possess experience in below KRA's to be eligible for the role.

ØOperations –

- oReceipt and tracking of Tubular Allocations
- oADNOC Daily Drilling Report (DDR) Review and Operations status tracking
- oManagement of MR's and uploading data into inventory system (Tubestream)
- oModified Goods Management (perforated, coated pipe etc.)
- oInspection Planning with VMI Operations (Ops) team
- oCommunicate with each Drilling Supervisor (DS) to confirm delivery dates
- oDispatch and trucking management from MITME yard to delivery point
- oArrangement of Transportation docs if required (Gate Pass Form, Permit etc.)
- oPreparation of Delivery Note (DN) and handover to Ops
- oKPI monitoring and keep tracking.

ØOperations –

- oReceipt of RR requests
- oNegative Reservation (NR) receipt and verification prior to booking trucks
- oTruck booking with Transporter (DSV, Cardiff etc.)
- oDispatch and trucking management from delivery point back to MITME yard
- oTool Service yard backloads and inspection report submissions to QA/QC.

ØOperations –

- oCreation, review, and management of DN's
- oManagement of unsigned DN's through to PIC for signature
- oFollow up with transporter(s) for unsigned DN's
- oCompletion of fully signed DN's from all third-party deliveries
- oSubmission and follow up with Habshan (local agent).

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