

## Workshop Materials Coordinator

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Company: NOV

Location: dubai

Category: other-general

Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies. Arranges the storekeeping of goods, materials, supplies and equipment to optimize safekeeping and use of space. Documents receipt of goods, materials, and equipment into JDE system. Analyzes space usage for maximum utilization. Confers with other purchasing staff as needed to determine storage space requirements and optimum stock quantities. Works with procurement for expediting local material procurement, expediting and delivery and to maintain maintains fixed asset inventory. Works with procurement, logistics and after sales to documents incoming and outgoing material transactions to support annual fixed asset inventory and audits. Assists with inventory and disposition of surplus property, processing necessary forms and documentation by following the correct company procedure. Analyzes inventory, Job material and consumables movement and suggests re-order points and/or adjustments in the amount of inventory stored for future consumption. Works with workshop assembly team, issue and tracks material project wise and report any shortfall or additional needs and report access material at the end of each project. Coordinate and conduct periodic physical inventories, including the annual formal inventory, of warehoused items and fixed assets. Performs other duties as assigned that support the overall objective of the position and to support workshop. Must comply and ensure that all NOV Company HSE policies and procedures are followed at all time. Organizes and maintains warehouse / Workshop store.

**Behavioral Skills/Competencies Required** Requires a basic knowledge of the materials, equipment

and supplies stored and used in Oil and Gas skid mounted equipment manufacturing operations. Requires a thorough understanding of warehouse recordkeeping techniques including appropriate computer-aided programs / JDE for purchase orders, fixed assets (capital and inventory), receiving, scheduling, and material management. Requires knowledge and skill of using warehouse equipment such as, but not limited to, EOT Crane, forklift, pallet jack, and other material handling devices Requires sufficient math skills to compute sums and fractions. Requires sufficient language skills to document warehouse activity and prepare routine reports. Requires sufficient human relations skill to maintain positive work relationships with internal customers and vendors, and to train other 3rd party worker assigned to the warehouse as needed. Must be able to work indoor in a workshop environment and outdoor engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in active physical labor. Requires ambulatory ability to sit, walk to campus locations, and operate vehicles and equipment. Requires the ability to lift, carry and move Light to medium weight materials on a frequent basis followed by safety procedures. Ability to operate commercial forklift and license of forklift will be added benefit.

#J-18808-Ljbffr

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