

Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc

[Apply Now](#)

Company: Talent Pal

Location: dubai

Category: other-general

NOTE: Please ONLY apply if you have sufficient experience and skills required as per job description below.

Job Summary. Works with workshop assembly team to Manage warehouse inventory / Job materials and maintains database. Coordinate and schedule the movement of material and products throughout the warehouse including but not limited to material receipt inspect storage release for assembly and shipment of finished products. Implements daily production and shipping plan arranging for excess stock to be stored in warehouse.

RESPONSIBILITIES: Performs and may assign to 3 rd party worker the routine and special receipts / deliveries of supplies materials and equipment. 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 reorder 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 computeraided 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.

EXPERIENCE & EDUCATIONAL QUALIFICATIONS: Essential A high school diploma or the equivalent and 5 years of warehouse and fixed asset control experience. Minimum 5 years of warehouse and fixed asset control experience in Oil and Gas or Energy equipment manufacturing Company. Ability to understand & read technical product specification PO and Delivery notes. Must be able to read write and speak in English. Candidate should have good knowledge of Computer operating system MS Office. Desirable Certification in Material management. Experience in skid based rotating equipment manufacturing Company. UAE Light vehicle and forklift driving license. Knowledge of oil and Gas equipment and fabrication material. Knowledge of JDE. Every day the oil and gas industrys best minds put more than 150 years of experience to work to help our customers achieve lasting success. We Power

the Industry that Powers the World Throughout every region in the world and across every area of drilling and production our family of companies has provided the technical expertise advanced equipment and operational support necessary for success now and in the future. Global Family We are a global family of thousands of individuals working as one team to create a lasting impact for ourselves our customers and the communities where we live and work. Purposeful Innovation Through purposeful business innovation product creation and service delivery we are driven to power the industry that powers the world better. Service Above All This drives us to anticipate our customers needs and work with them to deliver the finest products and services on time and on budget. More jobs on [#J-18808-Ljbfrr](#)

[Apply Now](#)

Cross References and Citations:

1. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Norwayjobs [Jobs dubaNorwayjobs ↗](#)
2. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Delhijobs [Jobs dubaDelhijobs ↗](#)
3. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Buenosairesjobs [Jobs dubaBuenosairesjobs ↗](#)
4. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Europejoblistings [Jobs dubaEuropejoblistings ↗](#)
5. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Propertyjobs [Jobs dubaPropertyjobs ↗](#)
6. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Taiwanjobs [Jobs dubaTaiwanjobs ↗](#)
7. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Employemenow [Jobs dubaEmployemenow ↗](#)
8. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc Theworkopportunity [Jobs dubaTheworkopportunity ↗](#)

9. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Jobsinaustria Jobs dubaiJobsinaustria ↗
10. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Financialjobs Jobs dubaFinancialjobs ↗
11. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Bluecollarjobs Jobs dubaBluecollarjobs ↗
12. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Openairmedia Jobs dubaOpenairmedia ↗
13. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Researchjobs Jobs dubaResearchjobs ↗
14. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Teacherjobsnearme Jobs dubaTeacherjobsnearme ↗
15. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Iraqjobs Jobs dubaIraqjobs ↗
16. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
MuseumjobsJobs dubaMuseumjobs↗
17. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Therecruiterjobs Jobs dubaTherecruiterjobs ↗
18. Workshop Materials Coordinator Supply Equipment Receipts Deliveries - NOV Inc
Medicalnursejobs Jobs dubaMedicalnursejobs ↗
19. Workshop materials coordinator supply equipment receipts deliveries - nov inc
Jobs Dubai ↗
20. AMP Version of Workshop materials coordinator supply equipment receipts
deliveries - nov inc ↗
21. Workshop materials coordinator supply equipment receipts deliveries - nov inc
Dubai Jobs ↗
22. Workshop materials coordinator supply equipment receipts deliveries - nov inc
Jobs Dubai ↗
23. Workshop materials coordinator supply equipment receipts deliveries - nov inc
Job Search ↗
24. Workshop materials coordinator supply equipment receipts deliveries - nov inc
Search ↗
25. Workshop materials coordinator supply equipment receipts deliveries - nov inc

Source: <https://ae.expertini.com/jobs/job/workshop-materials-coordinator-supply-equipment-re-dubai-talent-pal-1968-27078/>

Generated on: 2024-04-30 by Expertini.Com