

HR-ODFJELL-GEN-001	Storekeeper		
Effective Date:	Revision Date:	Rev. A	Page 1 of 2
Approved By:	Approved By:	Issued by: Human Resources	

COMPANY/CLIENT: Puglisevich on behalf of Odfjell Drilling
 BUSINESS ADDRESS: 121 Kelsey Drive, St. John's, NL A1B 0C7
 CONTACT: careers@puglisevich.com
 REPORTS TO: Offshore Installation Manager
 DEPARTMENT: General and Administration
 SUPERVISES: N/A
 SALARY RANGE: \$81,000.00 - \$116,000.00 CAD
 BENEFITS: Benefits Package Applicable (Medical/Dental Benefits, Travel Insurance), Foreign Service Premium (applicable when employee is travelling outside of Home Country)
 LOCATION: Offshore Newfoundland, Canada
 TYPE OF RIG: DP3 6th Generation Ultra-Deepwater Semi-Submersible, Hercules
 ROTATION: 28/28 While in NL
 TERMS OF EMPLOYMENT: Contract, Full Time
 CONTRACT: Short Term Contract; Estimate 1 (one) year
 NUMBER OF POSITIONS: Two (2)

JOB SUMMARY: Storekeeper is responsible for the unit's logistics relating to materials.

PRE-REQUISITES/QUALIFICATIONS:

- 6+ Years previous experience as a Storekeeper in a role with 6th Generation Ultra-Deepwater Semi-Submersible
- 7+ years previous experience in Supply Chain, Inventory or Warehouse Management
- Experience with IFS
- Structured and organized mindset
- High level of integrity
- Analytical ability
- Good verbal and written communication skills in English
- Must pass Physical, Drug Screen and Background/Pre-Employment Screening Checks

DUTIES AND RESPONSIBILITIES:

- Responsible for the systematization and tidiness of the spare-parts store onboard.
- Responsible for ordering equipment and spare parts so that the stipulated minimum and maximum levels of spare parts and equipment are met.
- Responsible for checking all received goods against the "Material Requisition Form", "Principal procurement guidelines" and the work requisitioned.
- Observe to uncover any non-compliance and immediately report these to his superior.
- Responsible for ensuring that all work is done safely and professionally and actively take part in safety meetings and other meetings.
- Knowledge of handling dangerous goods (IMDG & IATA code).
- Emergency duties according to the unit's emergency organization.
- Perform other duties as assigned.

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The above is intended as a summary of the key requirements for the position and is not intended to be complete list of all duties and responsibilities.

It is the objective of Odfjell Drilling to ensure employment equity within the workplace. We encourage applications from Indigenous peoples, visible minorities, women, and persons with disabilities having the capability, qualifications, and experience to make application for this position. Qualified residents in Newfoundland and Labrador will be given first consideration in the staffing of these positions.

To be considered for this position, candidates must apply specifically to this ad.

To apply go to www.puglisevich.com and go to the careers section!