



Logistics Controller – Onshore Position

Stena Drilling is delighted to be commencing operations offshore Newfoundland and Labrador, Canada for an anticipated six (6) month drilling campaign onboard the Stena DrillMAX Drillship.

There are currently temporary opportunities for 2 Logistics Controllers, working on a 28/28 on/off rotation.

Business Address: 701-10 Fort William Place, St. John's, NL, A1C 1K4

Work Location: 701-10 Fort William Place, St. John's, NL, A1C 1K4

Wage: \$77.79 CAD per hour

Benefits: Dental, Life, Medical, Vision, and where applicable, Offshore Allowance.

Job Duties:

- To ensure the smooth running of the purchasing and logistics functions of the Operation and provide support to the Rig Manager.
- Ensure the shore-based contacts list is kept up-to-date and is distributed to all parties.
- Liaise with the Human Resources Department on all crew schedules, and movements to and from the home country to the area of operation.
- Assist the Human Resources Department with personnel immigration and logistics in country.
- Attend all rig medevac's/casevac's and ensure that the HR Manager & HR Supervisor is informed in a timely manner, where applicable, and that approval is received for medical treatment/hospitalization repatriation, where necessary.
- Assist Aberdeen Procurement Officer to purchase/rent requisitioned items/services in compliance with Stena's Procurement Procedures.
- Assist the Rig Manager in the timely preparation of the shore-based budget, if requested.
- Coordinate and provide assistance to Catering Contractors with regards importation and delivery of food & supplies to the rig.
- Provide necessary support to the Onshore Emergency Response Team.
- Maintain records and monitor stock movements from suppliers/vendors to the rig via the tracking system.
- Prepare and provide all manifests to and from the rig and maintain good record of such transactions.
- Maintain records and monitor rig equipment sent for repair/refurbishment from the rig to vendor/suppliers via tracking system.
- Prepare and provide all export documentations such as manifests, commercial invoices and proforma invoices and maintain good record document library of such transactions.
- Responsible for liaising with local agents on the import/export of goods, materials and equipment and ensuring the Customs/Forwarding Agent has all correct documentation. Maintain import/export documentation library of all transactions.
- Manage and maintain the supply base/warehouse and ensure all tools, equipment and materials are stored and documented for tracking in a correct and safe manner.
- Responsible to receipt local in country orders within Company Tag System.
- Conduct regular shore base material physical count and identify possible surplus equipment/material for sale or scrap..
- Conduct offshore rig visits to assist offshore personnel and conduct audits as directed.
- Ensure supply base/warehouse staff are aware of, and comply with, all Stena Drilling's statutory safety requirements.
- Liaise with Aberdeen supply base/warehouse staff to ensure that all good and materials received are adequately packed and carry the proper papers/certification as specified.
- Ensure all transport containers are fit for purpose and lifting slings certification maintained in date.
- Ensure compliance with all Stena frame agreements in purchasing of good/materials subject to approval of Procurement Department.
- Assist Procurement Department within country supplier identification and set-up as directed.
- Liaise regularly with Rig Managers, Procurement Team, HR and Accounts Department, as well as relevant 3rd Parties

Skills, Education, and Experience:

- Seafarers Book
- Canadian Rescue Coordination Centre (RCC) Briefing & Protocol
- Dangerous Goods by Air & Sea
- Extensive knowledge of similar drilling equipment
- Extensive knowledge and experience of Stena Drilling's logistical and importation process'

- Knowledge and familiarization of Stena Drilling policies and procedures
- 15 years relevant experience
- Ability to work proactively and independently
- Fluent in English, including reading and writing

How to Apply

Your resume, relevant certifications, and a copy of your passport or permanent residency card should be sent to canadacareers@stena.com with your name and the position you are applying for in the subject line.

Please note that only Canadian citizens or Canadian Permanent Residents will be considered, no exceptions.

Resumes must contain the following information:

1. **Personal Information** – Name, Nationality, Province/Territory of Residence, Phone Number(s) with area code(s), and Email address
2. **Education/Training** - Name and location of training institution, dates attended, name of completed program.
3. **Experience** - Name and location of company worked for, units worked on (type and name), dates of employment, job title(s), and brief descriptions of your main duties/responsibilities while in each position.
4. **Certificates** – Attach all certificates you currently hold (that are valid) as per the “Skills, Education, and Experience” section above.

Please be advised that successful applicants will be required to complete mandatory training ahead of joining the drill ship.

Thank you for your interest in Stena Drilling. Your application will be reviewed, and we shall revert accordingly should you be shortlisted.