

Job Title: Offshore Materials Coordinator

Job Purpose: The Offshore Materials Coordinator is responsible for the efficient management of all project and vessel stores in accordance with TechnipFMC approved procedures and processes.

Reporting lines and interactions:

Hierarchically reports to: Chief Engineer Offshore and Fleet Inventory Coordinator

Operationally reports to: Chief Engineer Offshore and Fleet Inventory Coordinator

Directly supervises: N/A

Key interactions
(internally, externally): N/A

Job Scope (budget, management, specific criteria):

Inventory Control

Shall be responsible for accurately maintaining onboard Inventory including but not limited to:

- Stock control – receiving and issuing goods from onboard stocks
- Maintaining accurate records
- Identifying necessary additions and deletions from stock including effective monitoring of minimum and maximum re-order levels
- Performing regular stock checks – as a minimum a quarterly stock check shall be carried out on each identified area e.g. Marine, Project Stock Load Out, Equipment Load Out, Diving and Pipe-lay
- Receiving and inspecting equipment manifested to the Vessel and receipting of same on the Vessel Inventory Control system
- Receipt, labelling and location of all Inventory equipment received

Procurement Support

Shall be responsible for supporting the Vessel Chief Engineer in all aspects of procurement including but not limited to:

- Receipt of requests to purchase from respective Departments and individuals, ensuring that such requests are accurate and contain such information as is sufficient to facilitate the purchase
- Transmittal of requests for quotation to the TechnipFMC Purchasing Department via the Purchasing Helpdesk or through (AMS – Asset Management System)
- Control and maintenance of the onboard “request to purchase” system, including submission of requests to Chief Engineer for approval
- Transmission of approved requests to shore based support for procurement and resolution of any resulting queries
- Where relevant liaising with local suppliers to effect local purchase including obtaining necessary quotations, creation of new local suppliers on the ERP database

- Assist Vessel Master and Chief Engineer in assembling the information required for stores, spares and repair and maintenance items for inclusion in the onboard ship management system

Project Support

Shall be responsible for supporting the Project Engineers onboard with the Logistics functions including but not limited to:

- Liaising during mobilisations and demobilisations in locating and identifying equipment
- Ensuring during mobilisation that equipment is received in good order and safely stored
- Ensuring during demobilisation that equipment being demobilised is accurately recorded on an Inwards Shipping Manifest and that all relevant Customs clearance documentation has been completed
- Ensuring that equipment being demobilised is safely and appropriately packed
- Ensuring that third-party hired equipment onboard is tracked and that such equipment, where relevant, is demobilised upon project completion

Vessel Support

Shall be responsible for supporting Vessel operations with Logistics functions including but not limited to:

- Distributing received certification to the relevant Department, Engineer, Officer etc.
- Reporting to the Offshore Construction Manager and Safety Officer any issues affecting safety in areas under his control including incorrect packing of stores received. Any issues with incorrect packing of stores received shall also be reported to onshore Logistics via the Logistics Helpdesk abzlogistics@technip.com
- Liaising with onshore Logistics with regard to over, short or damaged stores received including reporting any inaccuracy in manifests received
- Ensuring that all certification received for lifting gear is passed to the Chief Officer for filing and particular emphasis on Project lifting equipment to ensure that a copy is kept until such equipment is demobilised
- Assisting with barging duties and mooring operations as directed by the Vessel Chief Officer and Bosun, particularly during periods of down manning
- Assisting in receiving cargo and stores in accordance with the International Ship and Port Security Code (ISPS)
- Updating TechnipFMC database with Plant Equipment movements including reporting of any discrepancies to the onshore Support Team
- Ensuring that all equipment being sent from the Vessel is correctly documented on Manifests, ensuring the inclusion of consignee, transportation and dangerous goods details where relevant and that all such equipment is dispatched to its final destination
Under the instruction of the Chief Officer, ensuring, in conjunction with the Bosun, that the Quarantine Locker is maintained and that all associated records are kept

Secondary Duties and Responsibilities

- Report to Fleet Inventory Coordinator any issues which are likely to affect the smooth running of the offshore Logistics function
- Report any issues with missing manifests in the Asset Management System via AMS Service Desk abzamssd@technipfmc.com or directly to the vessel AMS Co-ordinator onshore.
- Identify any training requirements which may be benefit personally or to the function.
Maintain good industrial relations within the customers both internal and external

Competency (Staff Level 3)

Drive for Results

- The ability to constantly achieve results against defined time frames. The drive to do things better and compete against a standard of excellence

Customer Focus

- Understands and meets the needs of the customers – internal and external as appropriate

Continuous improvement

- Continuously strives to improve the performance of self and others, and uses innovative methods to achieve this

Personal Effectiveness

- Has the capacity to change and improve and displays high levels of personal credibility and integrity

Strategic Awareness

- Has the awareness of the organisations strengths in the market and competitive position in the market place? Takes an active part in communicating and acting on local objectives and strategies

Team Working

Technical/General Competencies

- Microsoft packages, in particular: Word and Excel. Good working knowledge of Lotus Notes e-mail system
- Offshore experience and an understanding of shipboard management procedures, policies and instructions

Personal Qualities

- Positive service attitude, ability to organise their own workload, to work accurately. Ability to multi-task.
 - Has the ability and determination to build and maintain an excellent working relationship based on a demonstrated respect for others and a willingness to work co-operatively

Team Member Behaviours

- Showing initiative and 'self-starting'
- Constructive and responsive to supervisor's / manager's requests
- Learning and developing skills and knowledge
- Listening to others and prepared to receive feedback
- Cooperating with others and adapting to change
- Mutual support and coaching of colleagues
- Accepting responsibility for own behaviour / actions
- Appropriate self-confidence / awareness of limitations
- Raising concerns assertively but calmly
- Demonstrating respect for others

Main accountabilities:

N/A

Qualifications (professional, technical, academic):

Essential:

N/A

Preferred:

N/A

Typical background and experience required:

Essential:

- Dangerous Goods by air and by sea
- Heli-deck Firefighting
- Good communication skills, written and spoken in the English language.
- Previous experience working on Diving Support Vessels.
- Demonstrable experience with material management of critical consumables on Diving Support Vessel.

Preferred:

- Oracle experience, good computer literacy
- Experience in computer-based stock control and asset management systems Infor EAM v11.4 (Hexagon – HxGN EAM v12.1) knowledge, and experience.
- GEOS ERP knowledge, and experience.

Additional information:

N/A