

Storekeeper

Georgetown, Guyana

Application received through December 11th, 2019

About Us

Schlumberger is the world's leading provider of technology for reservoir characterization, drilling, production, and processing to the oil and gas industry. Working in more than 85 countries and employing approximately 100,000 people who represent over 140 nationalities, we supply the industry's most comprehensive range of products and services, from exploration through production and integrated pore-to-pipeline solutions for hydrocarbon recovery that optimize reservoir performance. We're looking for staff who never stop asking questions and the next generation of innovators ready to take us into the next evolution of energy. If you share our passion for discovery and fascination with breaking new ground and are serious about doing your best work, there is nowhere better to build your career.

Job Summary:

The Storekeeper is responsible for product and material handling and movement within the warehouse in compliance with established policies, procedures and standards. This person inspects and accepts incoming shipments and performs material fulfillment upon Product Line request.

Responsibilities:

Candidate's duties may include the following:

- Manage goods issuance, picking, packing and reception.
- Perform unpacking, inspecting, labelling, receiving, storing, picking, packing, issuing, disposing of, and cycle counting of warehouse goods.
- Accept supplier deliveries, checking items received are in suitable condition and match the packing list or purchase order; report discrepancies.
- Ensure outgoing inventory items are suitably packed and issued with correct and complete documentation.
- Optimize warehouse bin locations to improve efficiency and safety.
- Maintain a high level of housekeeping within the warehouse and in shipping and receiving areas.
- Perform inventory cycle counting and support periodic physical counts.
- As directed by supervisor, perform tasks associated with Kitting and Kanban point-of-use replenishment and other materials management initiatives.
- Investigate and resolve local inventory and warehouse issues as requested by supervisor.
- Ensure compliance with established policies, procedures and standards.
- Operate a forklift or other materials handling equipment on completion of training and certification.

Employees may be assigned other duties, in addition to, or in lieu of those described above, according to the needs of the location or Company.

Minimum Qualifications:

- Diploma or Bachelor's Degree in Material Management/ Distribution.
- Minimum 2.0+ yrs experience

How to Apply

- Send resume and cover letter to gycareers@slb.com with subject line: **Storekeeper – Your Name**. Resumes should also be saved with applicant's first and last name.

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.