



Saipem, has a vacancy for a Chief Storekeeper

OBJECTIVE:

Ensure efficient and cost- effective management of warehouse, coordinating the request, reception, storage, reservation and distribution of consumable materials and spare parts. Ensure compliance with quality and safety standards in work site activities and with corporate procedures and standards.

RESPONSIBILITIES:

- Manage the request of materials for stores or project assuring the correct procedure for authorization
- Manage the receiving of materials and equipment according to orders issued by the main office or locally
- Arrange the controls of all materials received, and notify any differences or damage to material
- Update the Yard Management about warehouse activities and incoming materials/PO
- Coordinate warehouse team assigning the various activity to the available personnel
- Train new hired storekeepers
- Manage the storage of materials received, and to ensure storing and preservation in the preselected storage facility
- Operate the distribution of materials including the upload and download
- Execute the periodic and slow-moving analysis in collaboration with corporate department
- Perform periodic sample or full inventories and provide the detail status report to Yard Management.
- Manage the preparation and packing of material to be shipped and execute the preparation of the packing list in alignment with the corporate procedures
- manage the hand-over process with the project for all free -issued items as directed
- Maintain a constant flow of information and reporting to the yard management, project
- Guarantee monitoring of deadlines and the notification of delays in the delivery of materials by suppliers, to request intervention of the appropriate area department responsible

EXPERIENCE:

- Minimum 2 years

EDUCATION:

- High School Diploma

Please send your resume with the subject "**Chief Storekeeper**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **December 28, 2020.**

Qualified candidates will be contacted