



SAIPEM has a vacancy for an Expediter

Introduction	
Job Title:	Expediter
Business Line:	Asset Based Non-Drilling
Department:	PLOG
Requirements	
Qualification:	Bachelor's degree in Engineering/ Business
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	3-5 in a similar role
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar), SAP Knowledge
Soft Skills:	Verbal /Written/ Interpersonal/ Problem Solving/Analytical/Leadership
Nice To Have:	N/A
Location:	Georgetown

RESPONSIBILITIES AND DUTIES:

- Review Purchase Orders and all the contractual documentation in order to detect discrepancies and prevent any misunderstanding that could potentially cause delays.
- Contact the Vendor to check the correct receipt and interpretation of the Purchase Order, expediting the issuance of the order acceptance.
- Ensure that the vendor supply schedule covers all the supply cycle phases, where applicable (engineering, procurement, construction, inspection, preparation for shipment and transport) and its compliance with contract delivery terms and dates
- Facilitate the interface between Vendors and Saipem Functions involved in the supply chain activities.
- Provide reliable and up-to-date information on supply progress status according to the delivery terms, highlighting criticalities.
- Monitor all supply chain phases to timely identify and manage any potential cause of delay, and mitigate delays already detected.
- Ensure timely availability of suitable shipping documentation to allow the shipping and transportation of the purchased materials.
- Ensure timely identification and management of "dual use" items.
- Guarantee SAP exhaustive and punctual updating• Ensure the correct issuance of Goods Receipts and release of achieved Milestones.
- Ensure continuous correct forecasting
- Any other duties as assigned.

Please send your resume with the subject "**Expediter**" to saipemgycareers@saipem.com

Please note, the closing date for applications is **October 25th, 2024.**

Only shortlisted candidates will be contacted.