



Saipem, has a vacancy for Logistics Base Services Administration Officer.

OBJECTIVE:

Monitors and summarises all expenditures and provides activity report to the Project Cost Controller and Logistics team, support Site Logistics Coordinator with daily activities, oversees all Logistics base accounting and administrative procedures/ responsibilities, ensures accountability for all site logistics documentation and reporting.

RESPONSIBILITIES AND DUTIES:

- To be fully conversant with Saipem' s working methods and offshore operations to carry out tasks as assigned.
- To administer fuel call-out agreement, monitor fuel consumption of vessels, plan for future requirements, estimate future demands, track deliveries to vessels as requested.
- To obtain Proforma cost estimates as provided by the Marine Agency for the issue of RFS.
- To create, issue and maintain RFS Log.
- To monitor fuel quality and quantity delivered, verify published prices and to maintain full records and account of all fuel purchases for Saipem' s Project management and Logistics team and submit reports to relevant parties.
- To become fully conversant with Saipem' s SAP system with regard to all Logistics activities
- To administer the Offshore Projects Logistics Management Department Work Instructions
- To manage project logistics costs for remote base by administering weekly cost reports.
- To monitor work orders through SAP and RFS (Request for Service) for timely approval of Proforma invoices and the issue of Service Entry numbers for final invoicing.
- Register and report initial non-conformities to all logistics contracts and Work Instructions.
- Monitor and ensure that the correct contracts and Work Orders are represented in the logistics service providers Proforma invoices against the correct Project name and number.

- Monitors and summarises all logistics expenditures and provides activity report to the logistics department and manager.
- Executes additional administrative tasks and daily logistics activities at the requests of the Logistics Manager and Senior Logistics Coordinators. Support all Logistics base administrative requirements as requested by Project and Logistics management team.
- To ensure his / her own safety and that of others is not compromised or placed at risk.

EXPERIENCE AND SKILLS:

- Computer literate (preferable previous experience with (SAP).
- Previous logistics experience in the oil and gas industry and or offshore logistics operations
- Good communication skills

EDUCATION:

- Education at High School Graduate level with additional course work in Logistics, Business Administration and or Accounting.

Please send your resume with the subject "**Logistics Base Services Administration Officer**" to saipemgcareers@saipem.com

Please note, the closing date for applications is **November 24th, 2023.**

Qualified candidates will be contacted.