SAPEM has a vacancy for a Site Logistic Officer

Introduction	
Job Title:	Site Logistic Officer
Business Line:	Asset Based Non - Drilling
Department:	PLOG
Requirements	
Qualification:	High School or College Graduate
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	Minimum of 2 years in the oil and gas industry.
It Skills:	Computer Literate (Microsoft Office or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills
Nice To Have:	N/A
Location:	Georgetown/ Vreed – en - Hoop

OBJECTIVE:

Assist and liaise with vessel operations management, PMI, competent authorities, subcontractors and various functions involved in the supply chain management process in order to ensure that Project equipment & material mobilization/demobilization, customs clearance, tracking, handling, storage and final delivery onto offshore installation vessel are executed in a safe and timely manner.

RESPONSIBILITIES AND DUTIES:

- Assist in fulfilling Marine Agency services, customs and immigration formalities, food/fuel/fresh waters/material supply and solid, and liquid waste disposal/ crew change. All of this by Project, corporate guidelines/procedures and HSE/security requirements.
- Assist and Support the Project with the logistic plan and/or method of statement, under the supervision of the Project Logistics Coordinator and reporting to the Project Logistics Manager.
- Assist in fulfilling marine operating fleet inward/outward formalities and customs clearance. Moreover, assist in obtaining vessel navigation and operational permit/authorization, according to local rules and regulations. Assist and Supervise Customs formalities from materials receipt up to final transportation offshore onto the installation vessel involved, and vice versa.

Saipem Classification - General Use

- Assist in providing any type of supply (ship's spares/consumables, fresh water, bunker, food/catering) that the marine operating fleet could require. Support vessel management/HR to assist in general personnel, and crew changes and to fulfill immigration formalities.
- Assist and monitor solid/liquid waste disposal services related to offshore installation vessels. Liaise in this respect with the HSE function to obtain all related licenses, and permits (even through a certified 3rd party) and make sure that waste is disposed of according to local applicable rules and legislation.
- Supervise and keep updated records of the services rendered by local subcontractors by related contract/agreement provisions also given further periodical invoicing. Issue/Request Service Entry/Work Order to regularize these services and release payments. Issue Transport Requests (except for transport of equipment traceable through Company asset tag) according to Project requirements and notify Post Order accordingly.
- Ensure that all materials received are in good condition through visual inspection and, provided with the documentation needed for safe handling and storage in case of any damage or discrepancy, liaise with POS to promptly activate remedial actions and/or notify the insurance department.
- Ensure that equipment available (i.e. cranes, forklifts, trucks, reach-stackers, rigging in general, containers, waste skips, gas racks etc.) are fully certified for offshore utilization and suitable to ensure a proper consumables/material rotation/transportation by Project procedures and needs.
- Assist in maintaining adequate care and custody of materials and assist in defining and optimizing storage requirements (open, sheltered, warehouse, stacking arrangements in case of line pipes) by materials-specific characteristics, project requirements, industries standards, space and stacking requisites, considering any possible safety/environmental issue.
- Assist Vessel storekeeper, VMT and Project Engineers to deliver and distribute standard materials/consumables/equipment offshore in a safe and timely manner according to Project and Vessels requirements guaranteeing also an adequate rotation; assist supply vessel runs, strictly follow HSE guidelines to load/offload materials, prepare shipping and customs documentation for each port call.
- Ensure proper material tracking upon delivery from/to the logistics base and from/to the final installation vessel once loaded onto the supply vessel and/or cargo barge. Keep consequently a detailed updated database of the project materials together with all related documentation.

- Assist PMI, pipe mill, coating subcontractors and/or (in case of Company Provided Items) Clients to define and optimize line pipes collection/transportation according to project requirements. Once line pipes are received, cleared and stacked into the designated Logistics base storage area, coordinate pipe loading operations on cargo barges/pipe carriers in a safe, timely manner according to Project schedule and requirements.
- Assist QC inspection to maintain proper line pipes tracking upon delivery from/to the coating yard, Logistics base and from/to the final installation vessel once loaded onto pipe carrier and/or cargo barges. Coordinate with pipe tally officers in charge of Pipe Tracking operations carried out at the Site to both facilitate and optimize pipe handling/storage accordingly.
- Any other duties as assigned.

Please send your resume with the subject **"Site Logistic Officer"** to saipemgycareers@saipem.com

Please note, the closing date for applications is **October 28th, 2024.**

Only shortlisted candidates will be contacted.