



SAIPEM has a vacancy for a Site Logistics Coordinator

Introduction	
Job Title:	Site Logistics Coordinator
Business Line:	Asset Based Non-Drilling
Department:	PLOG
Requirements	
Qualification:	Bachelor's degree in Supply Chain Management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	5 – 6 minimum years experience in a similar role within the Oil & Gas Industry
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar)
Soft Skills:	Verbal /Written/ Interpersonal/ Problem Solving/Analytical/Leadership
Nice To Have:	N/A
Location:	Georgetown/ Vreed – en - Hoop

**Objectives**

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

**RESPONSIBILITIES AND DUTIES:**

- Coordinate with the fleet and supervise Marine Agency services, customs and, when required, immigration formalities, food/fuel/fresh waters/material supply, solid, and liquid waste disposal and, when required, crew change. All of this is by Project requirements, Corporate guidelines/procedures and HSE/security requirements.
- Support the Project by the logistic plan and/or method of statement, coordinate logistics team and subcontractors
- Liaise with operation and asset to coordinate marine fleet inward/outward formalities and customs, arrange for vessels navigation and operational permit/authorization, according to local rules and regulations. Coordinate and arrange for.
- Customs formalities from materials receipt up to final transportation offshore onto the vessel involved, and vice versa. Liaise with Tax/administration Department and supply chain management (Cost Control, Supply Chain, etc) to make sure that any issue related to inward Customs formalities will not affect outward Customs formalities and consequently will not jeopardize the overall Project execution, according to Customs and fiscal regulations in the Area/country of operation
- Arrange and provide for any type of supply that the marine operating fleet could require
- Support vessel management/HR to coordinate general personnel, and crew changes and fulfil immigration formalities
- Supervise solid/liquid waste disposal services related in particular to offshore installation vessels. Liaise in this respect with the HSE function to obtain all related licenses, permits
- Supervise and keep update record of the services rendered by local subcontractors in accordance with related contract/agreement provisions also in view of further periodical invoicing. Issue/Request Service Entry/Work Order to regularize these services and release payments.
- 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 Shipping & Custom and Expediter to promptly activate remedial actions and/or notify the insurance department
- Ensure that equipment available is fully certified for offshore utilization and suitable to ensure proper consumables/material rotation/transportation by Project procedures and needs
- Ensure to maintain adequate inventory, care and custody of materials and support in defining and optimize storage requirements by materials-specific characteristics, project requirements, industries standards, space and stacking requisites, considering any possible safety/environmental issue
- Coordinate with Vessel storekeeper, VMS 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; manage supply vessel runs, strictly follow HSE guidelines to load/offload materials, manage preparation of shipping and customs documentation for each port call

- Ensure proper material traceability upon delivery from/to the Logistics base and also from/to the final 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
- Coordinate with Supply Chain and/or (in case of Company Provided Items) Clients to define and optimize goods collection/transportation according to project requirements. Once goods are received, cleared and stacked into designated Logistic base storage area, coordinate goods loading operations on cargo barges/pipe carriers in a safe, timely manner according to the Project schedule and requirements.
- Any other duties as assigned.

Please send your resume with the subject "**Site Logistics Coordinator**" to

[saipemgcareers@saipem.com](mailto:saipemgcareers@saipem.com)

Please note, the closing date for applications is **August 13<sup>th</sup>, 2024.**

**Shortlisted candidates will be contacted.**