



SAPEM has a vacancy for a Site Logistics Manager

Introduction	
Job Title:	Site Logistics Manager
Business Line:	Asset Based Non - Drilling
Department:	PLOG
Requirements	
Qualification:	Master's degree in supply chain management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	15 in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft outlook or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills, Decision Making, Integrity, Effective Communicator and Leadership
Nice To Have:	N/A
Location:	Georgetown/ Vreed – en - Hoop

**OBJECTIVE:**

Define the Project logistic plan and/or method of statement, in strict coordination with operation/asset management and project team.

**RESPONSIBILITIES AND DUTIES:**

- Manage Marine Agency services, customs/immigration formalities, various vessel supplies/disposal, and crew change, in a safe and timely manner by Project requirements.
- Liaise with vessel management, site construction/fabrication, subcontractors and supply chain management process to ensure that equipment and material mobilization/demobilization, customs clearance, tracking, handling, storage and final delivery onto the vessel are executed in a safe/timely manner.
- Ensure that logistic activities overall are performed in agreement with applicable HSE procedures, participate to Risk Assessment when appropriate, participate in and generate Job Safety Analysis, Toolbox Talk as needed, apply for Management of Change where required, perform lesson learns and end of project documents.
- Manage Logistics coordinators/officers.

- Develop starting from tender stage Project logistic plan according to specific marine operating fleet requisites and operational requirements. Support commercial department in individuate risks and opportunities related to logistic activities, provide cost effective solutions that could anyway guarantee to execute the Project in a safe and timely manner.
- In general, ensure that all Project Logistic activities are carried out in manner consistent with Saipem policy on health, safety, quality and environmental matters by Saipem-specific procedures.
- Liaise with vessels and project organization to manage marine operating 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. Define guidelines with Tax/Administration Department and supply chain management 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.
- Activate and participate to procurement process of any specific local supply that marine operating fleet could require.
- Support vessel management/HR to coordinate in general personnel, and crew changes and to fulfil immigration formalities.
- Manage solid/liquid waste disposal activities related in particular to offshore installation vessels, prepare related logistic plan where required.
- Manage the services rendered by local subcontractors in accordance with related contract/agreement provisions also in view of further periodical invoicing. Verify/Approve (in case of PoA) Service Entry/Work Order to regularize these services and release payments, ensuring a proper cash flow that could avoid impact on actual Project operations and costs.
- Ensure that equipment available are fully certified for offshore utilization and suitable to ensure a proper consumables/material rotation/transportation in accordance with Project procedures, needs and duration. Ensure that regular inspections are actually conducted in this respect, before equipment utilization.
- Ensure to maintain adequate inventory, care and custody of materials, define and optimize storage requirements (open, sheltered, warehouse, stacking arrangements) in accordance

with materials specific characteristics, project requirement, industries standards, space and stacking requisites, considering any possible safety/environmental issue.

- According to Project and Vessels requirements guarantee an adequate rotation and manage supply vessel runs, strictly follow HSE guidelines to load/offload materials for each port call.
- 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 Role: 304008-Site Logistics Manager– Effective from 01/01/2024 Seniority: L1 L2 L3 Area: Supply Chain Family: 3040\_Logistics Page 3 of 6 according to Project schedule and requirements ▪ Support QA/QC function and PTS to maintain a proper goods traceability upon delivery from/to yard, logistic base and also from/to the final vessel once loaded onto pipe carrier and/or SV/cargo barges.
- Any other duties as assigned.

Please send your resume with the subject "**Site Logistics Manager**" 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.**