

JOB DESCRIPTION

POSITION TITLE:

Local Content Administrator

Overview

Weatherford is the leading wellbore and production solutions company. Operating in more than 75 countries, the Company answers the challenges of the energy industry with its global talent network of approximately 17,000 team members and 380 operating locations, which include service, research and development, training, and manufacturing facilities. Visit weatherford.com for more information or connect on LinkedIn, Facebook, Twitter, Instagram, or YouTube.

Weatherford is an Equal Opportunity Employer Females/ Minorities/ Veterans/Disabled and gives consideration for employment to qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Job Purpose

To support via data analysis and reporting the implementation of our procurement and supply chain operations in accordance to local laws and legislation as well as engage the relevant government bodies and businesses to ensure conformance.

Roles & Responsibilities

- Ensure Company is adherent to the Local Content Act and working with internal stakeholders and suppliers to deliver sustainable economic benefit.
- Design and implement methods to gather and manage supply chain data
- Engage with contractors and/or suppliers to ensure adherence to company and local requirements.
- Monitor the performance of contracts and report best practice and instances where local labour laws has been overlooked.
- Collaborate with internal stakeholders to ensure conformance with relevant statutory obligations .
- Maintain and manage key relationships with internal customers, functional teams and other stakeholders.
- Provide support to the Company designated representative particularly when operationalising contractual agreements in Procurement systems and in practice.
- Assist in promoting a positive image and inter-business relationship with business partners and vendors

Experience & Education

REQUIRED

- Degree in Social Sciences – Business Management, Economics, Supply Chain Management or any other relevant
- Minimum of three (3) years working experience in a similar role.
- Working knowledge of MS Office, relational databases and ERP systems relevant to company processes (e.g. SAP)
- Analytical mind with business acumen
- Problem-solving aptitude
- Attention to detail
- Professional communication skills
- Outstanding organizational ability

PREFERRED WOULD BE AN ASSET

Supply Chain Management Certification

All Applications should be submitted by email to: gyopportunities@weatherford.com

Please note only suitable applications will be acknowledged.