



Saipem, has a vacancy for a Project Logistics Coordinator.

**OBJECTIVE:**

- 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.
- Coordinate the operating fleet and supervise Marine Agency services, customs and immigration formalities, food/fuel/fresh waters/material supply and solid, liquid waste disposal/crew change. All this in accordance with Project requirements, Corporate guidelines/procedures and HSE/security requirements.
- Support the Project in accordance with the logistic plan and/or method of statement, coordinate logistics officers and subcontractors, reporting to the Offshore Project Logistics Manager.

**RESPONSIBILITIES AND DUTIES:**

- Liaise with VMT and PMI to coordinate 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 installation vessel involved, and vice versa. Liaise with Tax/administration Department and supply chain management (Cost Control, Procurement, Post Order) in order 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 marine operating fleet could require.
- Support vessel management/HR to coordinate in general personnel, crew changes and to fulfill immigration formalities.
- Supervise solid/liquid waste disposal services related in particular to offshore installation vessels. Liaise in this respect with HSE function in order to obtain all related licenses, permits (even through certified 3rd party) and make sure that waste is actually disposed according to local applicable rules and legislation.
- 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 conditions through visual inspection and, provided with the documentation needed for the safe handling and storage and in case of any damage or discrepancy, liaise with POS in order to promptly activate remedial actions and/or notify insurance department.
- 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 and needs.
- Ensure to maintain adequate care and custody of materials and support in defining and optimize storage requirements in accordance with materials specific characteristics, project requirement, industries standards, space and stacking requisites, considering any possible safety/environmental issue.
- Coordinate with 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; manage supply vessel runs, strictly follow HSE guidelines to load/offload materials, manage preparation of shipping and customs documentation for each port call.

- Ensure a proper material tracking upon delivery from/to Logistics base and also from/to the final installation vessel once loaded onto supply vessel and/or cargo barge. Keep consequently a detailed updated data base of the project materials together with all related documentation.
- Coordinate with PMI, pipe mill, coating subcontractors and/or (in case of Company Provided Items) Clients in order to define and optimize line pipes collection/transportation according to project requirements. Once line pipes are received, cleared and stacked into designated Logistics base storage area, coordinate pipes loading operations on cargo barges/pipe carriers in a safe, timely manner according to Project schedule and requirements.
- Support QC Inspection to maintain a proper line pipes tracking upon delivery from/to coating yard, Logistics base and also from/to the final installation vessel once loaded onto pipe carrier and/or cargo barges. Coordinate with pipe tally officers in charge with Pipe Tracking operations carried out at Site in order to both facilitate and optimize pipes handling/storage accordingly.

**EXPERIENCE AND SKILLS:**

- 3-5 years of experiences in Logistics
- General knowledge in Microsoft office, Proficient in reading and writing.

**EDUCATION:**

- High School or Technical Diploma

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

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

Please note, the closing date for applications is **February 17, 2021.**

**Qualified candidates will be contacted.**