

Job Description

Job Title:	Supply Chain Expeditor & Shipping Coordinator
Job Location:	Erbil

Report to:	Supply Chain Manager Iraq
Direct report from:	Nil
Key interactions:	Project/Drilling Personnel, SC Buyers, Procurement Officers, Warehouse Personnel, Contract Admin, External Suppliers

Key Responsibilities:

- Responsible for the timely expediting, logistics and delivery of materials and equipment starting from PO acknowledgements till the approval of the final technical dossier and receipt in system.
- Co-ordinates close contact with suppliers to ensure recent/updated delivery data.
- Identifies, reviews, and monitors priority, long lead, out of gauge and other required material, and ensures the procurement milestone dates are achieved
- Accountability for the coordination and flow of all in/out bound shipping and commercial documentation and process for MNR approval.
- Manages, updates and coordinates the issue of weekly expediting and shipping reports.
- Proactively identifies and mitigates risks of late deliveries at all stages of the Procurement Expediting and shipping process.
- Evaluate and record Vendor performances through KPI system.
- Supports Supply chain staff and Contract Holders in monitoring contractor spend and validate work completed
- Safeguard a high level of compliance with anti-bribery, anti-corruption and money laundering policies
- Build strong relations with internal and external stakeholders, contractors and suppliers.

Required Qualifications & Experience:

- Related Bachelor's degree minimum
- 7+ years relevant experience.
- Demonstrable knowledge & experience in Supply Chain activities in the oil and gas industry.
- Must have ability to communicate successfully at all levels and have excellent IT skills, with a preference for Excel and Epicor.
- Skills in other systems such as SAP etc will be beneficial

Key Attributes:

- Must have thorough knowledge or procurement/materials expediting practices and procedures
- Excellent English written and oral skills
- Pro-active team player but ability to work alone.
- Flexible and solution oriented with good personal integrity and attention to details;
- Practical problem-solving ability and able to handle multiple tasks simultaneously.
- Working to the required timelines
- Demonstrates a personal commitment to Health, Safety and the Environment