

Job Description

West White Rose CGS Project



SNC-LAWALLEN DRAGADOS PENNECON

Name:	MATERIAL CONTROLLER
Department:	PROCUREMENT
Reports To:	PROCUREMENT MANAGER

RESPONSIBILITIES

The Material Controller (MC) will:

- Ensure appropriate storage and laydown facilities are available for receipt and storage, including compliance with required maintenance and preservation requirements of all equipment and materials.
- Follow established procedures and maintain all associated controls and records related to receipt, handling, inspection, storage, and issue of materials or equipment to construction or contractors and transfers to other locations.

MAIN TASKS AND DELIVERABLES

- Maintain accurate records and all associated documents related to receipts, storage locations, issue of equipment materials to construction, items in storage, and for inter-site transfers to ensure complete traceability.
- Maintain processes, procedures, and records related to imported items to ensure compliance with any relevant import customs regulations and country of equipment or material origin Export Control Compliance (ECC) legislation.
- Issue Material Receiving Reports (MRR) for all deliveries to the site and, where discrepancies or non-conformances are identified, ensure the items are quarantined.
- Issue OS&D reports and liaise with project Supply Chain to arrange and confirm resolution for all discrepancies.
- Work with construction to ensure issue and transportation requirements for construction or installation by sub-contractors are identified well in advance of requirements and provide status reports regarding the availability, preparation, and issue status of equipment and materials required.

QUALIFICATIONS

- Minimum 4-6 years of site material control experience on heavy civil projects within a construction environment, preferably in remote or local locations.
- Good understanding of the forwarding, customs clearing and shipping principles, permits, logistics management and supply chain strategies.
- Good understanding of local laws for transport and ability to gather all required information.
- Computer skills with emphasis on MS Office applications, SharePoint, Electronic Project Management Systems, including data base manipulation.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.