

Project Coordinator

Job brief:

We are looking for a responsible Project Coordinator to administer and organize all types of projects, from simple activities to more complex plans.

Responsibilities

- Ensure compliance of the company's Supply Chain procedures and Project specific Material Management (Procurement) Plan.
- Provide Excellent level of customer service on assigned accounts
- Review and Analyse suppliers document and data submittal plans
- Evaluate the production schedules and progress reports from suppliers to determine and make sure to meet the delivery schedule
- Lead or support the implementation of selected actions to avoid or minimise the impact of supplier schedule disruptions on delivery
- Manage deadlines and ensure appropriate communication is provided to relevant parties when schedule conflict arise.
- Understand and perform other procurement discipline tasks such as project specific packing, colour coding, and logistics coordination
- Coordinate material transportation requirement with third party freight forwarder
- Preparation and processing of Project expediting file closeouts.

Requirements

- Bachelor's Degree or diploma in Engineering/Supply chain. Relevant experience may compensate for formal education
- Minimum 2 years of relevant experience, primarily in the area of procurement, expediting & logistics.
- Knowledge of basic steel Products
- Experience in oil and gas industry is an advantage
- Previous Experience with ERP systems
- In depth understanding of technical, commercial and contractual issues related to the procurement of goods in steel industry.
- Strong written and verbal communication skills.
- High Proficiency with Adobe Acrobat and MS Office products: Word, Excel, PowerPoint etc.