



Job Opportunity for Material Administration Officer Leam Chabang, Thailand (Job ID 3104)

Our Client:

Our Client is one of the largest oil service companies in Northern Europe and is also well established within the renewable energy sector. Our Client's scope of services includes planning, engineering, construction, upgrading and maintenance of platforms, vessels and production facilities in the oil and gas industry and they are offering successful candidates the opportunity to join their operations in Thailand on very interesting assignments in an informal, dynamic environment. They also offer a wide range of social events and competitive benefits in a friendly working environment with good possibilities for professional and personal development.

Qualifications & Experience:

- Diploma or Bachelor Degree in Sales & Marketing , Business Administration and Computer Science
- Minimum 3 years' experience in material administration and warehouse management.
- Experience in SAP, material catalogues and shipping documents, delivery notes, consignment notes, purchase order, supplier invoice.
- Experience in the coordination of materials and equipment connected to the project.
- Interest in purchasing and logistics activities

Responsibilities:

- Plan, Organize, and coordinate receiving and issuing of all materials,
- Ensure that optimum level of inventory is maintained,
- Managing records of all stock and inventory and make sure that Receiving and Issuing Vouchers are used for each materials transaction and posted to the stock/bin cards,
- Ensure that stock card balance is reconciled with bin card balance and with the actual balance
- Ensure accuracy of data in system including location, quantity on hand & value
- Ensure that appropriate documentations are maintained for the materials supports provided as required.

To apply:

- Email your CV to kwanchat@omni-interconsult.com (please mention Job ID No 3104) Or
- Make an application directly online at our website: www.omni-interconsult.com

