



## **Job Opportunity for Senior Material Administration Coordinator Leam Chabang, Thailand (Job ID 3106)**

### **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:**

- Bachelor degree in Computer Science, Economics, Business Administration.
- Work experience with SAP and warehouse management minimum 3 years
- Good English in Writing, Reading and Interaction (TOEIC score at 350 or above)
- Computer skill in Microsoft software and SAP MM Module.
- Interest in Procurement and Logistics activities

### **Responsibilities:**

- Responsible for ordering, scheduling, setting up, and maintaining all materials and equipment needed on site.
- Set up, charge, and order all material/equipment needed
- Receive, inspect, help unload and distribute material
- Set up and maintain inventory system and reordering
- Assist contact supervision upon request
- Assist in the field when needed
- Attain proper accounting documents for all work order numbers monthly
- Assist operator with orders when requested

### **To Apply:**

- Email your CV to [kwanchat@omni-interconsult.com](mailto:kwanchat@omni-interconsult.com) (please mention Job ID No 3106) Or
- Make an application directly online at our website: [www.omni-interconsult.com](http://www.omni-interconsult.com)

