

Material Coordinator

For a client in Zeeland, we are looking for a **Material Coordinator**.

Vacature omschrijving

The Turnaround Materials Coordinator acts as a focal point for acquisition, scheduling and distribution of materials and supplies balancing turnaround needs against Procurement strategies. The primary job elements are to process and expedite materials to meet turnaround requirement dates.

The Material Coordinator (MC) role requires expert understanding of what each aspect of material support requires and delivers in order to facilitate acquisition, receipt and delivery of materials to the job site. When supporting Turnaround work, the focus of the Material Coordinator is to:

- ✓ Process purchase order requests for materials specified in PM (plant maintenance) orders. Obtains vendor quotes for purchase ordered materials.
- ✓ Utilizes AM/SL (Acceptable Manufacturer/Supplier List) for vendor selection.
- ✓ Monitor and communicate purchase order and delivery status to the TA Planner and TA Coordinator.
- ✓ Confirms material order status and in stock availability and then updates the PM (plant maintenance) order user status from MAT1 to MAT3.
- ✓ Communicate any potential changes in material specifications between the supplier and TA planner and initiates system updates as appropriate.
- ✓ Confirms Long Leadtime delivery items will arrive on site in time to meet the TA requirement date.
- ✓ Collaborate with Turnaround Planner to resolve any issues which impact material availability and delivery.
- ✓ Coordinate the disposition of all surplus material after the turnaround has finished with the TAC and Marshaller. Provides input on whether to return or retain.
- ✓ Track and expedite materials, tools and equipment orders to meet TA requirement date.
- ✓ Arrange to have materials, tools and equipment spotted in the field or organized in the parts trailer.
- ✓ Communicate vendor performance to procurement services via QSPP.
- ✓ Use class / codes to obtain contract pricing.
- ✓ Processes repair and refurbishment of part or equipment for off-site repair.

Je profiel

- ✓ You have a technical Short-Cycle Tertiary Degree (i.e. associate degree - technical MBO level 4).
- ✓ You have minimum 5 years of experience in maintenance, manufacturing, or another related field.
- ✓ You are fluent in Dutch (speaking, writing, reading) and you have good knowledge of English (reading and writing).

Referentie: 2615

Projectfase: Maintenance

Discipline: Electrical, Instrumentation, Maintenance, Mechanical, Piping

Functie: Material Coordinator

Functie niveau: Senior, Medior

Regio: (NL) Zeeland

Opleiding: MBO/TSO

Ervaring: 3-8 jaar, 8-15 jaar, 15+ jaar

Contracttype: Project

Geplaatst: 16-09-2022

Adviseur: Jack Bron

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