

Job Description

Position:	Stores Administrator and Purchaser	Employment Type:	Fixed Term Contract (Duration: 9-12 month)
Reports To: (Position)	Onshore Services Manager	Location:	Aberdeen, UK
Prepared By:	Mark Illingworth	Date:	24/10/17

Overall Purpose of the Job:

Provide administrative support for the stores function and carry out the purchasing for the company

Principal Accountabilities:

1.	Ensure all administrative tasks are completed for the stores department
2.	Complete relevant paperwork for all equipment movements both internally and externally
3.	Update Emax system with movements and ensure the database is kept current
4.	Liaise with Emax technical staff for troubleshooting if required
5.	Liaise with Client representatives on equipment movements
6.	Filing of hard copy paperwork, ie delivery notes etc
7.	Request quotes from suppliers for equipment and material requirements
8.	Get internal approval for quotes
9.	Raise PO's to suppliers, ensuring all relevant information is added to the PO
10.	Maintain and update PO register
11.	File PO's and Associated information in the job folders
12.	Work closely with Commercial Director to ensure supplier agreements are adhered to and updated
13.	Work with all departments to ensure PO process and quote process is effective
14.	Update Certification documentation in both Emax and the certification folder
15.	Adhere to company QHSE policies and procedures.

Organisation:

a) Immediate Supervisor(s)	Line: Function:	Onshore Services Manager
b) Other jobs reporting to the same supervisor:		Stores personnel
c) Direct Reports:		None

Job Context and Main Activities:

All administrative functions related to Stores department and Purchasing
 Assist in Developing and maintaining supplier agreements.
 Ensure Emax system is kept up to date with all equipment movements, and Clients are kept up to date with the same.
 Ensure all Job folders are kept up to date with the relevant quote and PO information

Financial Responsibilities and Approvals:

Work within the Supplier agreements.
 Assist in putting supplier agreements in place
 Consolidate Suppliers to maximise cost effectiveness

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Relationships:

(Who are the job holder's most important contacts and for what purpose?)

All stores personnel, Client dedicated positions, All Suppliers, commercial director to drive cost efficiencies

Job Challenges:

(Identify the most complex or demanding aspects of the job)

Ensuring that Emax is effective to drive customer satisfaction in terms of equipment tracking.

Drive cost efficiencies in to the business via supplier agreements

Job Knowledge and Experience:

(Indicate only the *essential* background qualifications, education, skills *and* aptitudes, specialist training and experience necessary to perform the job competently)

Self-motivated and not afraid to act on own initiative.

Excellent organisational skills, Basic technical awareness and knowledge of equipment tracking systems.

Some commercial knowledge in terms of purchasing.

Training will be provided where necessary

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Health and Safety:
All Employees
<p>The incumbent must:</p> <ul style="list-style-type: none"> a) take reasonable care to prevent harm to themselves b) consider the potential for harm to others or the environment that may be caused by their acts or omissions c) work in accordance with information and training provided d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay f) not undertake any task for which authorisation and/or training has not been given.
<p>Responsibilities of Managers and Supervisors</p> <p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity e) bringing to the prompt attention of senior management any HSE issue that requires their attention f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes g) actively participating in the HSE management system.

Job Description Agreed By:			
Job Holder		Date:	
Manager		Date:	