



## Expeditor

### Swiber Offshore Construction Pte Ltd

Location: Singapore



#### Responsibilities:

- ❖ Responsible for follow up the purchase orders from the vendors
- ❖ Prepare and update the expediting plan
- ❖ Acting as liaison between the Procurement Department, Engineering and the PMT, ensuring exchange of information at all times
- ❖ Maintaining materials status along with contact numbers of the vendors for follow up on regularly basis
- ❖ Follow up with the requisitions engineers on the vendor drawings
- ❖ Inform Project Manager on all current material status
- ❖ Assisting in the resolution of vendor drawings problems
- ❖ Ensuring material status reports (such as equipment status reports or contract commitment reports) are prepared and issued regularly.
- ❖ Assisting in all procurement functions, as necessary, to ensure that procurement activities are carried out and completed in a timely and effective manner.
- ❖ Acting as liaison between project team and clients / subcontractors and vendors
- ❖ Other responsibilities as may be assigned by the management
- ❖ Assist on any ad-hoc tasks as required by the management

#### Requirements:

- ❖ Degree in Engineering is highly preferred
- ❖ Min 5 years relevant and similar capacity preferably in Offshore oil & gas or Marine Offshore Construction/EPCIC industry
- ❖ Strong knowledge in the procurement of technical and engineering equipments for offshore industry
- ❖ Conversant with SAP software is preferred
- ❖ Demonstrate strong interpersonal, communication and presentation skills
- ❖ Strong analytical and problem solving skills and meticulous

- ❖ Mature, proactive, resourceful and hands-on with good initiative.
- ❖ Able to work fast under pressure
- ❖ Mature, with an attention to detail
- ❖ Must be willing to travel at short notice
- ❖ Work Location: Jurong East, IBP (Singapore)