

# Material Coordinator

## Purpose

In this role, you will be responsible for efficiently managing the logistical flows of our project-specific materials.

## Tasks and responsibilities

- Providing support for ongoing ROV, Dive, and Rope Access projects regarding project-specific materials.
- Managing workshop administration related to the certification of containers, launch installations, and lifting work in the Bluestream registration system.
- Managing third-party equipment (including rentals) and the associated administration/registration.
- Overseeing entire inventory management/administration (warehouse, consumables).
- Maintaining and certifying company vehicles, forklifts, and workshop power tools.
- Handling loading and unloading of trucks.
- Coordinating third-party activities concerning our facilities, equipment, buildings, and waste management.
- Processing incoming and outgoing goods.
- Monitoring the planned maintenance system (flagging lists) in collaboration with the Foreman.
- Providing general support to Senior Technicians and the Procurement and Logistics department.
- Offering general support to the QHSE department (Quality, Health, Safety, Environment).

## Qualifications and Experience

- An MBO diploma in technology or logistics.
- Desire to work in the offshore industry.
- 2-4 years of experience in a similar role.
- Proficient in both Dutch and English languages, both written and spoken.
- Safety-conscious with a proactive work attitude.
- IMDG certificate or willingness to obtain one.
- Forklift certification or willingness to acquire it.

## Preferred competencies

### Bluestream core values

- Commitment
- Client Focus
- Innovation
- Integrity

### Functional competencies

- Working with people.
- Analytical skills.
- Planning and organising.
- Following instructions and (safety) procedures.
- Writing and reporting.