

JOB TITLE

SUPPLY CHAIN COORDINATOR

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Supply Chain Coordinator

REPORTS TO

Operations Support Manager

PURPOSE

Perform Supply Chain activities on projects and general (project) support such as Logistics, Purchasing and Certifications.

TASKS & RESPONSIBILITIES

PURCHASING

- Responsible for the planning and purchasing/rental of Project and Workshop equipment and supplies.
- Act as point of contact for suppliers and certification companies and discuss terms and conditions.
- Receive and warehouse Project and Workshop equipment and stock, working close together with Workshop personnel.
- Monitor and improve purchasing processes, including cost analysis (e.g. decide on purchase or rental of equipment).
- Purchase order administration.
- Approve invoices and liaise with suppliers on payment queries.

LOGISTICS

- Order transport (Trucks/cranes, courier, packages), arrange freight documents and take care of custom formalities.
- Arrange, administrate and monitor Logistic flows on repairs/purchases/rentals.
- Arrange custom clearance of the equipment in compliance with applicable rules and regulations.

PROJECT AND TENDER SUPPORT

- Attendance at kick-off meetings and advise from logistics perspective.
- Assist in planning of mobilisations and demobilisations and act as a point of contact for 3rd parties for equipment and supplies.
- Assist Workshop with inventarisation of project equipment.
- Provide up to date information (e.g. pricing) to support the commercial department in tender phase.
- Responsible for compliance with SCC (VCA) ISO and Bluestream standards.

In the absence of the Supply Chain Coordinator, tasks will be undertaken by another Supply Chain Coordinator.

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AUTHORITIES

All (purchase) activities within the financial limits as agreed upon and established in the authorization list, available at Finance.

PREFERRED QUALIFICATIONS

- Mid-Level to Higher education degree.
- At least 2 years of relevant working experience in a similar position.
- Excellent command of the Dutch and English language, spoken and written.
- SCC (VCA) certified.
- Good knowledge of compliance with industry standards and relevant legislation.
- Export Control, Dual Use and Sanctions.
- Transport Dangerous Goods (Zeevervoer).

BLUESTREAM CORE VALUES

- Commitment
- Communication
- Client Focus
- Control risks
- Compliance

FUNCTIONAL COMPETENCIES

- Deciding and Initiating action
- Relating and Networking
- Persuading and Influencing
- Planning and Organising
- Delivering Results and Meeting Customer Expectations
- Adapting and Responding to change