WE ARE HIRING

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| **Job Role:** | **Materials & Logistics** |
| **Reports:** | **Supply Chain Manager** |
| **Contract Duration:** | **Initial One year (Subject to renewal)** |
| **Location:** | **Gbarnga /Liberia** |

# Job Description

A Materials & Logistics Officer has responsibility for managing Wilkins Engineering Limited logistics and materials on site. Coordinating the movement of all tools and equipment and managing all aspects of onsite material management and handling during construction. In this role, the individual will report to the Procurement and Logistic Manager. The Job requires problem solving and coordination between project personnel, Health and Safety personnel, the Quality Assurance personnel and all construction personnel, assisting Construction Team with ensuring priority items are delivered to the work location as required to meet scheduled installation dates.

## Key Responsibilities

- Establish and implement procedures for all aspects of on-site logistics, equipment and materials
- Establish and Implement procedures for a site material management and delivery systems
- Work in conjunction with the head office to track all equipment and materials usage.
- Track Equipments and materials entry to job site, unloading, receipt, inventory, inspection and storage management, shortage and damage reporting
- Management of on time deliveries to job sites including inventory updates and delivery records
- Preservation and temporary maintenance requirements
- Coordinate material equipment deliveries
- Work with project staff including schedulers to plan material and equipment deliveries to job site and work site
- Manage Wilkins on site storage facilities
- Work with Project Team and ensure equipment's and material meet agreed delivery dates
- Establish secure warehousing and laydown areas, manage inventory supply and withdrawal
- To establish and manage laydown areas to optimize management and issuance of materials during the project period
- Liaise with Procurement & Logistics Manager and Quality Control personnel to ensure all site procurement, laydown areas, equipment and material management is line with applicable processes and procedures.

## Skills / Qualifications

- Minimum of 3 years relevant experience on complex construction projects
- Minimum of 3 years at a responsible personnel level for logistics and material handling
- In depth knowledge of procurement, logistics, warehousing laydown area set-up and material control and management
- Excellent working knowledge of specifications to assure material and equipment are properly stored and maintained until installed at the work sites
- Working appreciation of engineering standards
- Knowledge, experience and understanding of quality control requirements for material and equipment management
- Ability to manage responsibilities to meet demanding schedule, quality and documentation requirements for material management and handling
- Ability to work successfully in a team environment
- Strong oral / written communication skills
- Strong computer skills including Word, Excel, etc.
- Self-motivated and driven.

## Physical Requirements

- Prolong sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at a time

## How to apply

Interested and suitable applicants should forward their detailed Curriculum vitae to **hr@wilkinsengineering.com**

**Closing date : 9th December 2022**