

JOB TITLE: MATERIALS SPECIALIST IV

SALARY CODE: 11

PRINCIPAL DUTIES:

1. Indoctrinates design contractors and construction contractors in the intricacies of the SAUDI ARAMCO Materials System.
2. Monitors CONTRACTOR material procurement activities. Ensures that material requirement are complete, reviewed against excess and surplus inventories, and forecasted with sufficient lead time.
3. Recommends excess and surplus material for 'design around' during design efforts.
4. Follows up with CONTRACTORS on material purchasing, delivery and shipping status.
5. Coordinates return to stock or transfer to other projects of unused materials when such materials are found to be in excess.
6. Coordinates CONTRACTOR's efforts in preparing requisition for operating spare parts.

MINIMUM REQUIREMENTS:

1. Secondary School Graduate with 10 years experience in materials procurement materials handling, inventory control, traffic and forecasting, materials take-offs and scheduling.
2. Must be able to communicate in written and oral English.
3. Thorough knowledge of inventory control principles and forecasting systems.
4. Must have a Saudi Arabian Drivers License.

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