

Job Description for: Materials Controlman I

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
20000802	11/03/2007	07/01/1987	I	1	008

9000 Basic Function
GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs a variety of support and clerical functions in a Materials Investment Control Group or works in a user organization to ensure that materials and supplies are available as needed to support line activities.

9001 Scope
INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

MSO APPLICATION

Assists MIC Analysts and AMS Specialists in the control and analysis of Aramco's materials inventory. Aramco's inventory currently comprises 95 active classes consisting of 350,000 individual items. The total inventory value is approximately \$850 MM. The materials controlman is part of a team of 3-6 persons with responsibility for the management of a part of the materials inventory. The number of classes and the inventory value handled by the team will vary depending on the nature of the material under the team's control.

User Organization Application

Works in a user department or division to determine materials requirements and to ensure that operating materials, supplies and spare parts are available through the AMS or Direct Charge system. In an organization with high materials usage, such as a Maintenance Department or the Drilling Organization several materials controlmen may be assigned and they would receive work direction and guidance from higher classified materials control personnel. In smaller organizations a single individual may work independently.

Some applications require that work direction or guidance be given to lower classified controlmen.

9002 Principal Contacts
INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

MSO APPLICATION: Daily contacts with members of the work group to coordinate activities. Regular contacts with user organizations - Purchasing, Materials Control, AOC, etc. to exchange information and resolve problems.

USER APPLICATION: Daily contacts with materials users and MSO personnel to coordinate work activities.

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9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

MSO APPLICATION

- A. Provides support to MIC Analysts and AMS Specialists using CRT's and computer generated reports to review material requirements for use in recommending order actions.
- B. Reviews historical data of Storehouse materials issues, allocations and materials returns and makes analysis of data for use in recommending inventory levels.
- C. Prepares manual requisitions for zero balance/critical material needs, for repair/replacement parts, and for out-of-Kingdom major equipment repairs.
- D. Prepares inventory control documents such as Article Change Requests (A-3938), Cargo Tracing Requests (A-7329), and Manual Requisitions (A-1149) for review and approval.
- E) Responds to proponent requests on materials status by checking ETA's on PATIS inquiry screen. Prepares telexes to ASC and materials proponents as required.
- F. Compiles and maintains statistical data for materials reporting and research activities.
- G. Performs regular clerical duties in support of the MIC team - typing, filing, form preparation, etc.

USER ORGANIZATION APPLICATION

- A. Coordinates materials requisition, procurement and delivery with Materials Supply.
- B. Assists in reviewing parts lists and operating supplies for new equipment installed in existing facilities, usage patterns, direct charge requisitions, and other data. Fills out necessary forms for cataloging and/or adjusting inventory levels as required.
- C. Assists in reviewing direct charge orders to ensure acceptable substitutions are complete and accurate. Provides a centralized control in the user organization for DC requisitions; provides reports and summaries of delivery status.
- D. Works with line personnel and with appropriate Materials Supply personnel to help resolve immediate and short-term materials acquisition problems.
- E. Prepares telex correspondence regarding materials availability, status and current expediting action.
- F. Provides work direction to assigned materials personnel as necessary.
- G. Heads up user storehouses and yards in some job applications providing work direction to storekeeping personnel, as

necessary.

9004	Minimum Requirements			
A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.				
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- A. Completion of Phases 1,2 & 3 of the ITC Clerical Training Program. Completion of: E6B, MB, BBS, EK1, PC 1 & 2. Must be certified using AJTS.
- B. 5 years relevant experience in materials supply activities.
- C. Ability to type at 25 words per minute and be familiar with CRT operations as they relate to the job assignment.

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