

JOB TITLE: MATERIALS SPECIALIST III

SALARY CODE: 12

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 requirements 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 CONTRACTOR on materials 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. College degree with 7 years relevant work experience or secondary school diploma with 15 years relevant work experience in one of the following: Construction design or project planning, materials procurement, materials control or materials scheduling/forecasting.
2. Good command of oral and written English.
3. Thorough knowledge of inventory control principles and forecasting systems.
4. Must have a Saudi Arabian Drivers License.