

Job Description
Position: Senior Scheduler (Turnaround)
Location: North Slope
Duration of contract:: 11 months
Required start date: October
Number of Positions: 2
Work Description
<p>This position provides material management for the Turnaround Project Work (TAR). The materials position is accountable for ensuring that all TAR related materials are identified, purchased and tracked from procurement through delivery and staged at the facility or job location regardless of which team or group may have originally requested/ordered the materials. The materials person liaises with the Facility Planner and with other teams as needed to ensure that no material needs are overlooked and that duplication of efforts does not occur. The determination of which person/position orders the materials will be the result of mutual agreement between the TAR materials person and the Facility Planner. The TAR materials person will see that the appropriate reports are provided to deliver information on a regular basis.</p>
Responsibilities
<p>Identify materials needs from WO description on SOW List.</p> <p>Locate item on P&ID's for line class/spec as needed to assist in locating in field and purchase of required materials</p> <p>Work with engineering to confirm material spec's for purchase of required material.</p> <p>Orders TAR Materials as agreed with the facility leadership.</p> <p>Responsible for all TAR Materials order tracking. Monitor supplier's delivery dates to ensure all delivery dates are met and expedite materials as needed to meet a delivery date, 4 weeks prior to execution.</p> <p>Develops reports identifying delivery status information.</p> <p>Responsible for having TAR Materials delivered to a safe storage area.</p> <p>Ensures effective tagging method is adopted and managed for all valves.</p> <p>Work closely with the facility/contractor to deliver materials to appropriate facility storage areas.</p> <p>Implements effective methods to improve materials management.</p> <p>Review Engineering Packages, including facility-engineering packages to verify materials BOM to drawings and line class for any discrepancies before purchase.</p>
Experience & Knowledge
<p>Ten (10) years experience as buyer, engineer, or strong materials background in construction materials. Experience with project deadlines, technical document review, read P&IDs, material take-offs, line specifications, QA/QC procedures/processes and staging. Ability to work effectively without direct</p>

supervision required. Proven history of excellent customer service delivery, excellent written and verbal communication skills. Will provide support for customer projects and contractors. Planning and organizational skills required.

Any Other Relevant Information

Local Candidates Preferred