

# JOB DESCRIPTION FORM

<b>Job Title:</b>	Alliance Expeditor
<b>Job Objective/ Purpose of Job:</b>	Expedite the delivery of materials and equipment to support KTA Alliance Project Teams..
<b>Department/Division/ Unit:</b>	MATERIALS GROUP / PROCUREMENT
<b>Location:</b>	Lagos - with possible visits to fabrication yards, suppliers and onshore construction sites.
<b>REPORTING RELATIONSHIPS:</b>	
<b>Functionally Reports To:</b>	Purchasing Manager Projects
<b>Administratively Reports To:</b>	Purchasing Manager Projects
<b>Supervises:</b>	N/a

## WORKING RELATIONSHIPS:

<b>Internal</b>	Departmental Project Engineers / Managers, Logistics Coordinator, Materials Coordinators, Warehouse Supervisors and Manager Materials Management.
<b>External</b>	Equipment and Material suppliers, material supply and shipping contractors and fabrication and construction contractors

## Job Duties/ Responsibilities/ Accountabilities:

1. Expedite materials required for KTA Alliance projects from the designated supplier.
2. Ensure ROS dates are achieved in line with the project schedule.
3. Coordinate with Quality Control regarding inspection of materials / equipment as necessary.
4. Where slippage may occur jointly work with the supplier / buyer / project to regain delivery in line with the schedule.
5. Coordinate with Logistics Coordinator to ensure delivery is channelled through qualified freight companies / agencies.

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6. Liaise with freight companies and clearance houses to ensure smooth passage and timely delivery.
7. Maintain expediting reports for distribution to the project teams.

### Key Performance Indicators/ Performance Goals:

- ROS date met – receipt date
- Quality met – Inspection register
- Reporting – Timely production of expediting reports

**Financial Dimensions:** Nil

### JOB SPECIFICATIONS:

<b>Education Qualification:</b>	Degree in a Technical Discipline
<b>Professional Qualification:</b>	CIPS or APICS preferred
<b>Experience</b>	Minimum of 5 years in the fabrication related to Oil and Gas industry, with at least 3 years in a similar position.
<b>Age</b>	30+

### KEY COMPETENCIES REQUIREMENTS:

<b>Functional/ Technical:</b>	<p>Knowledge and understanding of procurement and general specifications within the industry.</p> <p>Negotiation skills.</p> <p>Ability to communicate at all levels.</p> <p>Compile and present accurate reports.</p> <p>Proficient in MSWord/Excel.</p>
<b>Managerial:</b>	n/a
<b>Behavioural:</b>	Good communicator, organised, interactive, forward thinking and methodical

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**WORK CYCLE (HOURS/ DAYS):**

<b>Monday - Saturday</b>	0730 – 1630, with additional hours where required
<b>Rotation</b>	Contract position
<b>Shift</b>	n/a

**TRAVEL REQUIREMENTS:**

<b>None</b>	
<b>0 – 30 %</b>	X
<b>31 – 60%</b>	
<b>61 – 100%</b>	

**PHYSICAL REQUIREMENTS:**

<b>Lifting</b>	Nil
<b>Drilling</b>	Nil

**Analysed /Developed by:**

**Name:** Stephen Smith

**Signature:**

**Date:** 04 Jan 2013

**Approved by:**

**Name:**

**Signature:**

**Date:**

**Last Revised/ Updated by:**

**Name:**

**Signature:**

**Date:**