

POSITION	QTY	RESPONSIBILITY	COMPANY'S MINIMUM REQUIREMENTS
Material Coordination Officer (Office based)	1	<p>Responsible for supporting field operation as Material coordinator from Supply Base as of following:</p> <ul style="list-style-type: none"> • Prepare a variety of Department's materials/document in English i.e. issue Material Movement Request (MMR) in I-logistic system, weekly/monthly reports etc. • Coordinate with company's logistic team to transport materials and equipment as per operation requirements from field and all company's contractors • Liaise among drilling/completion, well service, workshop and contractor for material and equipment preparation • Maintain up to date tracking of equipment and tool sent and back loaded from offshore locations, also proceed for custody equipment registration when applicable • Coordinate with company's logistic team to transport materials and equipment as per operation requirements from field and all company's contractors • Assist with stock reservation to support drilling/completion and well service operations as required • Complete Service Entry, Goods Received, Service/Purchase Order to support drilling/completion and well service operations • Manage corresponded stock and non-stock inventory belong to completion and well service department. This also includes material write-off and scrap process. • Assist in conducting special project for testing, verifying or investigating on equipment functional or failure • Create and provide accurate daily report on each activity • Ensure government regulations and requirements are adhered to by all parties regarding material import/export Thailand 	<ul style="list-style-type: none"> • Minimum five (5) years' experience related to Offshore operation • Have experience of managing and coordinating offshore operation and equipment including planning regarding drilling/completion sequence • Experience in offshore/onshore Drilling and Well services activity • Good knowledge of Gas/Oil field equipment • Good command in spoken and written English • Familiar with Importation/Exportation including Free Zone/Bonded area regulations • Rigging and slinging trained • Experience in SAP system • Demonstrated good communication skills and teamwork