

GEOxyz – Supply Chain Assistant

In Search of a Supply Chain Assistant

The Supply Chain Assistant works within the Fleet Management Department (FMD). FMD Provides services to the fleet by making sure our vessels are available, reliable, and certified for operations. The mission of the FMD is to ensure maintenance, service, repairs, and modifications are executed in a safe, sustainable, and efficient way. In this role you are responsible for carrying out that mission.

Your responsibilities:

- Purchase parts and services to support the fleet and keep our Marad system up to date.
- Prepare work packages for the in-shore & near shore fleet and purchase packages for the offshore fleet.
- PPE inventory and handout.
- Keeping stock and purchase, replenishing of the Food & Drinks storeroom.
- Take charge of ordering all consumables needed for warehouse/HUB/small vessels, such as rags, coolants, lubes, filters etc. and eventually create purchase orders for these.
- Track inventory levels in Marad and make sure all consumables stock is kept up to date and replenished as needed by ordering new supplies in a timely manner.
- Create a system where all incoming and outgoing items are logged in with the name, date etc. of the requester.
- Lead by example in demonstrating correct behavior regarding QHSE
- Assisting with deliveries arriving at HUB when needed.
- Coordinate with suppliers to ensure timely delivery of materials and products.
- Maintaining the warehouse.
- Planning of the poolcars.
- Setting up a planning for the crewhouse.

What do we expect from you?

- You obtained a bachelors degree with a technical background.
- You have 2 years of relevant experience.
- You have a drivers licence for the car.
- You speak and write fluently English.
- You can work well in a team.

What do we offer you?

- A challenging role within a fast-growing environment
- A positive and collaborative working atmosphere within a dynamic team

- Working in an international company
- A competitive salary
- Opportunities for professional development within our organisation

<http://www.GEOxyz.eu>