

System Job Title:	Materials Lead	Working Job Title:	Materials Lead
Job Family:	Supply Chain Management	Grade:	
Department / Function:	Procurement and Materials	Line Manager:	Manager - Procurement and Materials
Cost Center:		Physical Location:	As assigned
Delegate During Absence:	Senior Materials Controller	Version /Date:	1 23-Nov-2022

POSITION SUMMARY

- Drive the materials functions effectively ensuring the requirements are properly addressed and ROS are achieved, Support the Project Manager & Business Managers and project operations by coordinating all Material Matters needed for project execution, Facilitate communication and reporting functional manager for materials, Manage the Madina and Clients free issue inventory is kept at optimum accuracy.
- Materials Lead ensures Madina Group business procedures and QHSE requirements are followed, supports multiple projects when required subject to agreement by relevant functional leads and leads the materials functions to achieve the sustainable growth of the business ensuring the process and procedures & QSHE requirements are effectively addressed.

KEY ACCOUNTABILITIES/PURPOSE

- Understand, follow and champion all Madina Group business procedures and QHSE requirements to ensure safe and effective project execution.
- Be a safety leader and actively monitor the safety performance and welfare of materials personnel on-site.
- Coordinate daily between functional leads in different locations and key personnel on-site to ensure delivery of internal and external materials
- Assist in the preparation of the project material requirement plan in consultation with planners, engineers, and procurement personnel for approval by the Procurement Manager, Project Manager, and Functional Leads.
- Ensure all inventory transactions are completed on time and accurately, bagging and tagging, safekeeping and preservation of materials.
- Continuous plan appropriate warehouse layout design to maximize storage density while maintaining a safe working environment.
- Supervise and lead the receipt of materials, lay down, storage, and documentation of all materials and plants at facilities or a project storage location to react effectively to project requirements.
- Coordinate procurement requirements between the project team, on-site, and the central procurement department to ensure ROS dates are understood and met.
- Coordinate and ensure the timely mobilization and demobilization of materials from and site at the end of the project.
- Monitor and track project purchase orders, material receipts, and other data in the ERP Application and update on time.
- Promote the effective sharing of resources across projects to maximize the commercial and operational benefit to Madina Group.
- Lead and supervise all store personnel to allocate materials against each job/drawing following agreed priority, to material controllers to issue materials to each supervisor, monitor materials, and ensure surplus materials are promptly returned to Stores and properly accounted for.
- Led the function to collect/receive Client free issue materials and Madina bought out materials, unloaded, and stacked, following inward goods inspection, mark-up the MCN (Lot Number) / Job number/quarantine non-conforming materials, and resolved non-conformances with Client/supplier in conjunction with QC Inspectors.
- Ensure free issue (client-issued) materials if any are delivered/issued to subcontractors on time, and receive and inspect products delivered by subcontractors.
- Ensure through material controllers that all tools accessories and consumables in Stores are properly accounted for, properly preserved, and stored such that they are easily retrieved.
- Notify the Materials Manager of any changes/variations in materials that have a price impact (e.g. Madina materials are used instead of Client-free issue materials, machining is done to resolve non-conformances, etc.)
- Review the stock material and provide MRP including stock items, consumables, tools and accessories, and PPE, ensuring in conjunction with Purchaser that they are received following the agreed schedule.

- Assist with the feedback on the supplier's performance on the timely delivery, quality concerns, and safety concerns for periodical assessment.
- Strong functional knowledge of procurement, sourcing, and ERP tools with the ability to generate spreadsheets and presentations.
- Knowledge about International Codes & Standards, quality management systems, Sustainability, and Incoterms
- A highly motivated and flexible self-starter with sound knowledge of the P2P process and Material functions within the P2P process.

QUALIFICATION / EXPERIENCE / SKILLS

- Bachelor's Degree qualified (preferred) but not essential.
- Minimum 6-8 years of proven experience in engineering within the energy, Oil, and Gas, Petroleum refining, or Petrochemical industries, Shutdown Experience is a Must.
- Capable of setting up project stores including all inventory management and understanding storage requirements for typical Oil & Gas, refinery spare parts, and materials.
- An understanding of project execution and associated support services especially on Fabrication, Maintenance, construction, and Turnaround.
- Ability to implement business procedures and requirements
- Ability to collaborate with stakeholders
- Experience in Engineering Materials, Tools, Equipment, consumables, and PPE
- Ability to administer engineering material related to Oil and Gas and Energy sector projects
- Ability to administer Inventory accuracy, Inventory Cycle Count
- Excellent communication and Organization Skills
- Strong leadership skills with the ability to motivate and inspire while interfacing with senior-level stakeholders.
- Strong Functional knowledge, International Code and Standards, Quality Management systems, and Incoterms
- Strong sense of urgency
- Ability to work on ERP systems (ORACLE, SAP, EPICOR, etc)
- Ability to handle QA/QC/HSE Compliance Audits
- Proficient with Microsoft Office Suite
- Ability to work in both office and site-based working locations
- Ability to participate in the handling and movement of materials.
- Ability to participate and cope with the long working hours challenges.
- Strong Functional knowledge of international codes and Standards, Quality Management systems, and Incoterms.

WORK LOCATION & TRAVEL REQUIREMENTS

- Work Location: Qatar as required and advised by the Company.
- Travel Requirement: Onshore & Offshore.
- Travel Type: Within / Outside Qatar.

WORK ENVIRONMENT and PHYSICAL ATTRIBUTES

- **Physical Demand:**
 - a) Both office and site-based excellent communication and organisation skills
 - b) An understanding of project execution and associated support services
 - c) A highly motivated and flexible self-starter, Project execution may often necessitate long working hours and should be ready to accept the challenges.
 - d) Out-of-hours call handling and response to urgent requirements may be required
- **Environmental Conditions:**
 - a) Project sites,
 - b) Ras Laffan Facility
 - c) Madina Salwa Facility
 - d) Clients' Site office as and when required.

SAFETY ACCOUNTABILITIES

- Ensure that personal behaviors and work practices are in line with Company Quality, Health, Safety and Environmental standards.
- Responsible for personal safety and that of others who may be adversely affected by the work tasks, including, but not limited to, employees, clients, vendors, and guests.
- Provide visible leadership engagement, be aware of housekeeping and take additional safety precautions to ensure no one is put at risk.
- Intervene when you observe any person placing himself in harm's way or who may not follow procedural protocol.
- Do not take shortcuts or unnecessary risks and actively work with others to ensure they take due care and do not put themselves or others at risk.
- Ensure all incidents are reported immediately.

DECISION-MAKING AUTHORITY

- Issuance of material as per the Drawing / Job Requirements
- Prepare the receipt Entries, for material from the Client and Supplier as per the provided Delivery Document or Purchase Order
- Maintain and report the optimum stock accuracy, reporting and making proposals for necessary correction.
- Relocation of the materials as required based on the nature of the product within the allocated warehouse.
- Process scrap disposal proposal for Management Approval
- Maintain and monitor the project surplus Inventory.

	Signature	Staff Name/No.	Date
Prepared by:		Achyut Kumar Bhattarai – 1243	23-Nov-2022
Job Holder			
Department Manager/BU Head		Achyut Kumar Bhattarai – 1243	23-Nov-2022