

Connex Personnel is currently recruiting a **Materials Oversight Coordinator** for a local oil and gas client located at their head office in St. John's, NL.

Responsibilities:

- Oversee and ensure timely receiving of materials managed by third-party contractors
- Provide quality assurance and verification of incoming materials to meet project specifications and timelines
- Monitor and report on material flow, inventory, and delivery schedules
- Collaborate closely with contractors and internal stakeholders to resolve discrepancies and delays
- Ensure compliance with project standards, procedures, and safety requirements
- Support documentation and traceability of materials throughout the supply chain
- Identify and address risks or issues in materials handling and receiving
- Identify and resolve receiving issues such as missing documentation, poor labeling, and mismatched purchase orders
- Track and reconcile materials received under service POs that are not material mastered, ensuring visibility and accountability
- Develop and implement interim processes to improve material tracking from onshore to offshore locations in the absence of a formal MRP system
- Liaise with procurement (in-house and third party) to ensure accurate PO creation and alignment with warehouse receiving capabilities
- Maintain a log of recurring receiving issues and propose process improvements to reduce delays and errors

Qualifications:

- Minimum 10 years of experience in materials management, preferably in industrial or large-scale projects
- Strong understanding of materials flow, logistics, and supply chain best practices
- Attention to detail and experience with quality assurance processes
- Familiarity with SAP or similar enterprise resource planning (ERP) systems (asset)
- Experience in offshore oil and gas operations or projects (asset)
- Excellent communication and organizational skills
- Ability to work independently while coordinating with multiple teams and contractors

This is an office-based position with no offshore travel. End date is December 31, 2025, with possibility of extension.

Anticipated Start Date: 2025-10-27

Anticipated End Date: 2025-12-31

Please submit your resume to hr@connexpersonnel.com

