

Connex Personnel is currently recruiting for the position of Material Data Administrator with a local oil and gas client. This is a 2-year contract role with the possibility of extension.

The Material Data Administrator role is responsible for the active and frequent communication with internal customers to determine material master requirements on an ongoing basis.

**Responsibilities:**

- Working closely with internal technical customers to ensure accuracy of information, quality control requirements tied to master data.
- Review of materials requirements, as submitted by internal technical customers, to determine if material master exists or requirement for generation of new material master records.
- Ensure all Material Master records are catalogued and updated on a regular basis.
- Ensure all appropriate approvals by the appropriate financial authority are obtained.
- Facilitate the forwarding of material master numbers to appropriate personal to have BOM created.
- Work with the HSEQ to ensure chemical screening documentation is completed when required as part of master data creation.
- Expediting of open purchase orders to facilitate the delivery of materials for offshore operations and future planning schedules.
- Create and distribute the monthly SAP outage report (available inventory, BOM's, spare parts etc.)
- Responsible for executing all aspects of materials management as applicable to the role, in accordance with the expectations and requirements of COIMS. Specifically, responsible to ensure accuracy of master data, procuring and managing inventory in accordance with standards defined by COIMS. In collaboration with business unit stakeholders, ensure materials management requirements define supplier expectations, deliverables, and any other requirements as deemed necessary to meet business standards.

**Deliverables:**

- Use of company systems (MMRS, Riversand, SAP etc.), to process Master Data
- Data verification and BU interaction/accuracy of master data request.
- Ensure all appropriate approvals by the appropriate financial authority are obtained.
- Ensuring QA requirements and request information accuracy
- Facilitate the forwarding of material master numbers to appropriate personal to have BOM created. Once created ensure original requests are scanned and uploaded to HDMS.

**Competencies:**

- Safely Drives Results
- Enables Agility
- Develops Talent
- Communicates with Impact
- Fosters Collaboration
- Enhances Technical/Professional Expertise

**Qualifications:**

- Degree and or Diploma from a recognized post-secondary institution
- 1-3 years master data experience
- 1-3 years in the oil & gas industry

Please submit your resume to [hr@connexpersonnel.com](mailto:hr@connexpersonnel.com)

