

Connex Personnel is currently recruiting for an Onshore Logistics Coordinator for an 8-month contract with a local oil and gas company. This position will start in January 2023.

Job Responsibilities

- acts as the logistics onshore focal point regarding timely coordination of all outbound cargo movements
- delivers connectivity and engagement with service providers, Supply Base contractor focal point, and offshore logistics coordinator
- consults with offshore logistics coordinator to check offshore readiness for cargo (reduce/eliminate round trip cargo)
- liaises with service providers regarding call-off cargo, including materials, equipment, bulks and services
- communicates and maintains working relationships with key stakeholders
- liaises with bulk service provider and internal marine/bulk coordinator for timely loadout of bulk products
- participates in the daily rig call to provide input into Kabal planning
- leads the daily logistics planning meeting and provides input into the plan
- takes responsibility for the cargo planning function, supplier engagement process and general guidance for Kabal activity
- produces and issues timely cargo loadout requests in Kabal, including seven day, 48 and 24 hour
- administers and maintains Kabal system generated cargo demands, including raising system call-off requests
- provides feedback to onshore heli-admin after every daily call to confirm their personnel/air freight plan/schedule aligns with operations
- reviews Cargo Carrying Unit (CCU) management reports; checks for CCUs over 14 days at service providers or Offshore and facilitates return
- provides input into regional supply vessel and Supply Base scheduling processes by checking that they have advanced notice of cargo
- reviews tubular prep sheets and verifies tubulars are prepped and ready for shipping as directed by the drilling engineer
- verifies all pre-make Bottom Hole Assembly (BHA) assemblies are made up and ready for shipping as directed by the drilling engineer
- manages and tracks movement of high cost rentals, including liaising with service providers
- updates and maintains rental tracking tool in conjunction with Offshore Logistics Coordinators
- supports timely collection, reporting and analysis of global Supply Base cargo planning Key Performance Indicators
- tracks, captures and reports unplanned cargo demands (Cargo <24hrs notice)
- verifies the service provider sends a copy of the Dangerous Goods declaration to the Port Authority 24 hours prior to the vessel's sailing
- follows companies global and regional SB site operating procedures (SOPs)
- delivers connectivity and engagement between Logistics and internal and external stakeholders, focusing on planning, prioritization and optimization of Logistics resources to deliver cargo



- provides weekly inventory transactions report to designated Materials Management tag to carry out Backbone (SAP) transaction updates

Education/Experience

- 10 years or more in Logistics roles specific to offshore oil and gas operations in Newfoundland
- Demonstrated performance in supply base management, vessel scheduling, cargo management, and aviation coordination
- Proficient in Microsoft excel, PowerPoint, Kabal (Wellit)
- Deep understanding of cargo types and local suppliers specific to offshore drilling and completion operations

Please submit your resume to hr@connexpersonnel.com

