

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Expediting Advisor

Our client, a multinational company, specialized in oil and gas, is looking for an “Expediting Advisor” to accompany its activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	21/21
Department	Supply Chain Management
Reports to	Head of Support Contract & Procurement
Year	2022
Headcount	1

Job Purpose/Summary

The Expediting Advisor is responsible for all import and export supply to ensure that all materials and supplies are delivered by the required-on site (ROS) date with no risk or delays to projects or activities. His/her duties include communicating with suppliers about the status of supplies, problem solving to reduce the impact of late shipments and submitting purchase orders to vendors.

Key Accountabilities/Result Area

Principal Deliverables and accountabilities include:

- Contact all vendors regularly to accurately track Purchase Orders (PO), verify each status regularly, gather accurate information on PO status and communicate findings to stakeholders; ensure delivered supplies meet quality standards and determine expected delivery dates to ensure on-time delivery and business continuity.
- Maintain documentation. Assist management in resolving concerns with shipment, short falls in delivery, customer inquiries, and all other issues with orders. Accurately respond to inquiries on orders.
- Advise Buyers of all overdue orders and ensure follow up with vendor so that contingency plans can be triggered with the business.
- Open and maintain auditable files for each import PO in accordance with Company guidelines and statutory requirements to correctly and efficiently respond to inquiries and

Key Challenges

- Understanding customs laws/regulations and procedures.
- Understanding the customs requirements for importation of materials by oil companies operating in Cameroon.
- Understanding SCM processes and procedures.
- Ability to work accurately and timely with minimum supervision.
- Time zone and communication barriers with vendors.

Experiences / Competence & Requirements

- Minimum B.Sc. in any business-related discipline.
- Minimum 5 years' experience working in freight forwarding, Expediting or SCM.
- Certification in Purchasing & Supply (CIPS) is an added advantage
- A good understanding of the roles of different actors in the Expediting process.
- Knowledge of Contract and Procurement processes.
- Excellent communication skills, with ability to read, write and speak in English and French.
- Knowledge of Incoterms 2010 Rules.
- Fast learner and a good team player.
- Excellent presentation and reporting skills
- Have a high ethical and moral character.
- Ability to work with people of diverse cultural background.
- Highly customer focused. Paying attention to details to ensure nothing slips through the cracks.
- Good analytical skills and MS Excel / PowerPoint knowledge

*All interested candidates should submit a CV and cover letter to: tefonhr@tefonservices.com/www.tefonservices.com/latest
May 26th 2022*

This vacancy is open to all interested candidates both internal and external



- resolve issues regarding orders; Full collaboration on audits and respond satisfactorily and timely to Audit actions raised.
- Analyze PO data and prepare weekly expediting reports for the end-users and the Department; provide data for preparing SCM activity reports for management and HQ.
 - Ensure vendors are assessed / evaluated periodically per the SCM KPIs agreed and report to Corporate as mandated.
 - Coordinate the packing and crating of Expatriate Staff personal effects out of Cameroon.
 - Issuing purchase orders for requisitions assigned to him/her by the Supervisor
 - Ensure materials and equipment ready from vendor as per PO terms are collected by Customs & Lifting.
 - Responsible for preparing accurate Commercial Invoices for Export shipment for all goods that are returned, especially for repairs to avoid double customs fees.
 - Advise appropriate shipping Mode on POs issued by buyers and liaise with Customs & Lifting to Plan Houston departure schedule with Bolllore Houston
 - Ensure materials are picked, crated, shipped and delivered in line with Company HSSE Management Standards; fully participate in all HSSE activities and awareness sessions to improve Company HSSE performance vis a vis our vendor delivery.
 - Perform any other tasks pertaining to Expeditor / buyer as assigned by supervisor
- **N.B: The incumbent may perform other related duties as assigned**

Interface and Dimensions

Internal Interface

- ALT Members as budget owners.
- All Departments as Requisitioners, Project Managers or on financial or HSSE matters.
- Head Office, Subject Matter Experts.
- End Users

External Interface

- Vendors, shipping agents, Warehouse team, Bolllore Houston, other freight forwarders.
- Operating Companies including Nigeria and Gabon.
- Sinopec Procurement Unit.

Dimensions

- Annual Importation of materials and equipment estimate: \$44 mln USD.
- Total annual Purchase Orders shipped or expedited estimate: 1500.
- Annual Exportation of equipment for repair and return estimated spend of: \$10 mln USD
- Estimated total annual Export: 25 shipments.

