

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Stock Assistant

Our client, a multinational company, specialized in oil and gas, is looking for a “Stock Assistant” to accompany his activities in Cameroon

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Operations-Logistics
Reports to	Stock Analyst
Year	2023
Headcount	1

#### Job Purpose/Summary

The Stock Assistant actively contributes to the Company’s optimal material availability to meet production, maintenance and projects needs according to business objectives and in a safe manner.

#### Key Accountabilities/Result Area

##### PRIMARY ACCOUNTABILITIES

- Update stock data base with new items as proposed by end users using the spend categorization hierarchy.
- Create Stock Replenishment requests as required after approval.
- Analyze stock levels based on min/max and update to meet user needs.
- Prepare and provide picking lists of demand items to Warehouse operators.
- Receive material into Proactis against delivery notes, packing lists or commercial invoices.
- Issue material from stores once picking has been done and lists submitted.
- Receive material needs from Offshore, Drilling, Production, facilities, PUMA etc. and action.

- Understand and implement procedures to manage duplicates and inappropriate descriptions.
- Monitor stock outs and clear once new deliveries are done.
- Maintain optimal stock levels for all stock items using min/max levels.
- Document all stock movements (picking lists, adjustment vouchers, Returns).
- Assist the Team Lead as needed.
- Contribute to a sound Management of more than 15000-line items at 98 % accuracy.

## HSSE

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.

N.B: The incumbent may perform other related duties as assigned

## Interface & Dimensions

### Dimensions

- The incumbent is part of a Team of eight staff providing services to a population of 121 nationals and 10 expatriates.

### Internal Interface

- SCM department to address issues to both local and overseas vendors.
- Frontline Offshore and Operations Team.
- Logistics, Import-Export services.

### External Interface

- External Contractors.
- Local supplier.
- Service Agent Partners

### Key Challenges

- Carry out tasks in accordance with Company Policy and the BOCP (Base Operational Control Procedures).
- Be verse with Proactis functionalities and the spend categorization hierarchy.
- Ensure an accurate input of descriptions in the data base as recommended by C&P.
- Contribute to a sound management of more than 10.000 line items at 98 % accuracy.
- Participate to maintain and achieve activity levels as per recommended internal KPIs.
- Ensure an accurate checking of material receipt in terms of quality and quantity.
- Be available during emergencies no matter the hour, including during late hour operations, weekends, public holidays etc.

- Contribute actively to a safe working environment, housekeeping and strict adherence to the company's 14 Must Do Rules.
- Actively participate in the establishment of contractor JHA and SWP

### **Experiences / Competence & Requirements**

- Bachelor's Degree in Engineering, Logistics, Supply Chain or any relevant academic field.
- 2 years of exposure to Oil and Gas production operations will be a considerable plus.
- Good knowledge of Stock Management.
- High potential to adapt to a vigorous working environment where expectations are regularly high.
- Honest, result-oriented, respect for others, self-confident team player.
- Deal with vendors and customers in a very respectful and ethical manner.
- Fluency in English is required. Proficiency in French would be a plus.
- Microsoft Office (Excel, Word).

*All interested candidates should submit a CV and cover letter to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com/latest](http://www.tefonservices.com/latest)  
5<sup>th</sup> April 2023*

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

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*Chick Edmond*  
Human Ressources / Operations Director

