

TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Stock Assistant

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

Work location	Douala, Cameroon
Work Schedule	5/2
Department	Operations/Logistics
Reports to	Stock Analyst
Year	2021
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 and done
- Maintain optimal stock levels for all stock items using min/max levels
- Document all stock movements (picking lists, adjustment vouchers, Returns)

- Assist 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 15.000 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, week-ends, 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/www.tefonservices.com/latest
1st November 2021*

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

