

Materials Specialist

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Company: Tanqeeb

Location: Qatar

Category: other-general

Materials Specialist Job Purpose Responsible for E&P Materials Management functions by providing Materials Management Support Provide technical support and strategic direction to project teams in Materials Management based on a detailed and multi-disciplinary understanding of the area of specialization. **Key Accountabilities**

- 1 . BOM Development: Material Specialist will be responsible for creating/updating detailed BOMs for different phases of oil and gas projects with reference to the project RSPL.
- 2 . Material Research: Material Specialist will need to conduct thorough research on the provided RSPL to validate the materials and components for the projects. This includes reviewing the supporting documents, understanding the technical specifications, industry standards, and compliance requirements related to each material and advise the contractor if there are any errors/corrections required in the RSPL for successful BOM completion.
- 3 . Master Data Governance (MDG): Material Specialist will need to process creation or change of “Stock code, Functional Location, Equipment number, BOM Header, BOM Parts, and assigning BOM IDs to Equipment numbers” through Master Data Governance (MDG).
- 4 . Collaboration: Material Specialist will work closely with Project Managers, Project engineers, Procurement teams, and Project contractors to gather relevant information and ensure the accuracy of the BOMs. Effective communication and collaboration skills

are essential in coordinating with various stakeholders.

- 5 . Documentation and Organization: Material Specialist will maintain accurate records of all BOMs, including revisions and updates. Attention to detail is crucial to ensure that the BOMs are categorized and organized in a systematic manner for easy retrieval and reference.
- 6 . Quality Assurance: Material Specialist will conduct regular audits to verify the accuracy and completeness of BOMs which are created/updated by the team. This may involve crosschecking the BOMs against project specifications, reviewing vendor documentation, and conducting on-site inspections if required.
- 7 . Manage procurement of long lead project materials through QE-LNG Purchasing, Review and approval of project materials re-conciliation reports, Coordination with QA/QC, Warehouse and Contractors for material inspections.

Minimum Requirements:

. Degree in Engineering as a minimum

10 years plus Materials Management experience in the Oil & Gas industry.

Direct involvement in leading Materials Management of brownfield projects in Oil & Gas Industry. Sound Knowledge and experience in SAP Materials coding, BOM Development and Materials Data Governance Systems.

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