

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Inventory Assistant

Our client, a multinational company, specialized in oil and gas, is looking for an “Inventory 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 Inventory Assistant supports the SCM Department in Procurement, Contracts, Warehouse, and Inventory in preparing all aspects of inventory accuracy and material movements across different warehouses and sub locations. He/she will actively contribute to APCC material management and Inventory accuracy per business objectives and following safety procedures.

#### HUMAN RESOURCES

#### Key Accountabilities/Result Area

##### PRIMARY ACCOUNTABILITIES

- Perform cyclic stock / stock taking checks, report discrepancies, reconcile and suggest necessary adjustments to stock balances.
- Keep record of all interactions and transactions of data regarding inventory inquires.
- Understand and implement procedures to manage inventory shelf life and expiring.
- Control perpetual inventory stock counting / inventory accuracy checks.
- Transfer material from Houston Transit, ex works, etc. to Douala sub locations once delivered. Carry out warehouse-to-warehouse Proactis transfers as required for inventory accuracy
- Store items orderly and easily accessible in warehouse based on protocol.

- Document all inventory movements (shelving recorders, sub location changes, packing lists, etc.).
- Resource person for cycle count and stock audits.
- Assist Team Lead as needed

## **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).
- Have a good knowledge of offshore and onshore operations.
- Be familiar with equipment and material used for Production, Facilities and Drilling, PUMA and Well Intervention.
- 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.
- 2-3 years of exposure to Oil and Gas production operations will be a considerable plus.
- Good knowledge of offshore equipment.
- 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.

*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)*

*1<sup>st</sup> November 2021*

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

