

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The Material Man Assistant is responsible to prepare, monitor and update equipment and material stocks onshore / offshore. He/she keeps comprehensive inventories and records of incoming and outgoing equipment and materials.

#### Main Mission/Result Area

##### PRIMARY ACCOUNTABILITIES

- Ensure all handling regarding Drilling, Puma and Maintenance/Operations equipment is managed as per the Company's lifting and hoisting safety standards.
- Raise requisitions for materials / Services as per the Company's system and procedure.
- Track all upcoming materials in order to advise ETD / ETA.
- Ensure that the electronic stock corresponds to the physical stock.
- Follow up re-integration of equipment returning from the offshore when it has been inspected.
- Assist in the storage of materials.
- Retrieve all Drilling, Puma and Maintenance/Operations deliveries, air shipments, sea shipments, local material supplies, and materials coming from offshore.
- Follow up the storage of Drilling, Puma and Maintenance/Operations equipment with the agreement of the Head of Warehouse / Inventory for optimized efficiency and control in/out movements.
- Follow up the preparation of Drilling, Puma and Maintenance/Operations equipment to be sent offshore
- Assist in the loading / offloading of trucks and vessels according to loadout list and requisition.
- Prepare Delivery notes and cargo manifests.
- Raise Stock Replenishment request forms as required after approval for new materials.





- Raise Internal Stores Order prior to pick and ship materials offshore.
- Raise call off orders for PUMA services.
- Submit for approval the material report once project has been completed.
- Ensure re-integration of equipment returning from offshore when it has been inspected and accepted.

## **HSSE Accountabilities**

- Participate in all HSSE intervention schemes (Incident Reporting Cards, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.

**The incumbent may perform other related duties as assigned**

## **Key Challenges**

- Demonstrate a personal commitment to Health, Safety and the Environment.
- Apply the Company's Corporate Health, Safety & Environment Policy, and its Safety Management Systems.

## **Experiences / Competence & Requirements**

- HND Degree in Engineering, Logistics, Supply Chain or any relevant academic field.
- Technician with 3 years' experience in oil and gas logistics.
- Good knowledge of Drilling, Puma and Maintenance/Operations equipment is required as well as a good ability to communicate and co-ordinate jobs involving different departments and companies.
- Honest, result-oriented, respectful of others, self-confident team player.
- Deal with contractors in a very respectful and ethical manner





*All interested candidates should submit a CV and cover letter*

*to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com)/[www.tefonservices.com](http://www.tefonservices.com)*

*latest 9<sup>th</sup> May 2025*



**FON Thaddeus**  
General Manager

