

Warehouse Manager

Zhaikmunai LLP, part of Nostrum Oil & Gas, an independent gas and oil producer with its activities in West Kazakhstan, is looking for a reliable Warehouse Manager to manage the on-site material flow and warehouse/material inventory at the Chinarevskoye field

MAIN DUTIES

- Responsible for all warehouses and laydown areas in the field
- Manage the business process for material receiving, storing, issuing
- Lead the team of storekeepers
- Monthly inventory reporting and special reports
- Active participation in defining min./max. stock quantities
- Manage the return of material into the stock which was temporarily used in the field
- Manage the process to sell off materials no longer required

QUALIFICATION, EXPERIENCE, REQUIREMENTS

- Bachelor's degree in Engineering, Business Administration, or similar
- Languages: English and Russian, if possible
- 5-8 years of experience required.
- SAP experience, preferably as key user
- Managing warehousing and material control (receiving & issuing of all materials)
- Material identification and tracing
- Supervising warehouse personnel
- Quality check of incoming material
- Coordination of incoming material with procurement, expediting and logistics
- Managing re-delivery of missing & damaged materials
- Perform material coverage analysis
- Key-User of the Material Control System connected to the home-office ERP-System (SAP)
- Proven working experience in Material Management
- Leadership and human resources management skills
- Excellent communication skills
- Good general health, ability to work hard in adverse climatic conditions

CONDITIONS

- Starting date: ASAP
- Duration: Permanent
- Rotation: To be agreed
- Location: Chinarevskoye oil field, near Uralsk, North-West Kazakhstan
- Salary: Negotiable

To apply to this position please follow the link: www.nostrumoilandgas.com