Description

Job Overview:

This position is for an Expeditor II supporting one of our power projects. Site expediting reports to the Project Procurement Manager and is responsible for monitoring and expediting the progress of materials, equipment, and supplier data as contained on the Purchase order (PO's). Project Expediter must be capable of preparing detailed Expediting reports as well as high level summaries for all assigned PO's. Please review the below summary, responsibilities, and qualifications for this position.

Key Responsibilities/Accountabilities:

- Work with the supplier to comply with the supplier's contractual delivery obligations, identify and solve possible problems before they impact the project.
- Review Bidder's proposed manufacturing schedule and highlight areas of concern.
- Agree possible alternatives with Bidder to ensure timely delivery
- Compare this schedule with Bidders current workload and manufacturing capacity.
- Have Bidder identify critical or long lead material required for manufacturing and discuss systems for timely delivery.
- Ensure that Bidder complies with submission of suborder schedules.
- Ensure that all requirements of the Supplier Document Form

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are discussed, understood and agreed by bidder.

- Expedites suppliers for regular submittal of updated progress reports and all payable-nonpayable deliverables.
- Review PO on requirements for documentation, suborders and fabrication schedule.
- Maintain contact with Project Controls and Construction to maintain latest need dates and required sequence of arrival.
- Initiate written liability statement logs when suppliers fail to meet contractual delivery dates.
- Conduct weekly Site/Supplier progress status meetings.
- Maintain detailed status and "record of events", E&DCR's, RFI's, Holds, N&D, Unsat's etc.
- Assist Document and Data Management department, when needed, to expedite the flow of engineering data from Supplier to Project and back.
- Issue updated Weekly Material Status Reports by Vendor/Fabricator
- Provide Project notice of potential problems and/or delays.
- Receive, review, distribute and action Shop Expediting Reports.
- Visit Suppliers (or sub-suppliers) in order to verify actual progress of engineering, sub-ordering, and fabrication are on schedule to meet contractual delivery date.
- Establish that realistic scheduling predictions have been made compared to Supplier's workload.
- Initiate and/or assist Supplier in verifications, or where necessary, to clarify uncertainties to the schedule.
- Report findings to the PPM.
- Use purchasing systems to purchase necessary items.
- Analyze market and delivery systems in order to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Comply with purchasing and contract management instructions, policies, and procedures.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.

**Basic Qualifications:**

- Between 3 and 5 years of relevant work experience (expediting experience is a must)
- Bachelor degree and or equivalent experience is more
important.

- Excellent communicative skills at all levels
- Solid working knowledge of expedited materials/equipment
- Probing nature, assertive, conducts oneself in a business-like manner
- Ability to distinguish between critical and non-critical issues
- Ownership of expediting role, duties & responsibilities, possesses a problem solving attitude

Company Overview:

CB&I (NYSE: CBI) is a leading provider of technology and infrastructure for the energy industry. With over 125 years of experience and the expertise of more than 40,000 employees, CB&I provides reliable solutions to our customers around the world while maintaining a relentless focus on safety and an uncompromising standard of quality.

Our complete, balanced and integrated business model is unmatched in the industry. CB&I can provide any or all of the major services and products our customers require, resulting in streamlined project delivery and better cost and schedule certainty.

Our integrated model gives CB&I the industry's most complete supply chain solution, enabling us to serve the largest projects in the world.

Primary Location

United States-North Carolina-Charlotte

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Expeditor

Job schedule

Full-time

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