

Material Coordinator

Purpose

In this role, you will be responsible for efficiently managing the logistical flows of our project-specific materials.

Tasks and responsibilities

- Providing support for ongoing ROV, Dive, and Rope Access projects regarding project-specific materials.
- Managing workshop administration related to the certification of containers, launch installations, and lifting work in the Bluestream registration system.
- Managing third-party equipment (including rentals) and the associated administration/registration.
- Overseeing entire inventory management/administration (warehouse, consumables).
- Maintaining and certifying company vehicles, forklifts, and workshop power tools.
- · Handling loading and unloading of trucks.
- Coordinating third-party activities concerning our facilities, equipment, buildings, and waste management.
- · Processing incoming and outgoing goods.
- Monitoring the planned maintenance system (flagging lists) in collaboration with the Foreman.
- Providing general support to Senior Technicians and the Procurement and Logistics department.
- Offering general support to the QHSE department (Quality, Health, Safety, Environment).

Qualifications and Experience

- An MBO diploma in technology or logistics.
- · Desire to work in the offshore industry.
- 2-4 years of experience in a similar role.
- · Proficient in both Dutch and English languages, both written and spoken.
- · Safety-conscious with a proactive work attitude.
- · IMDG certificate or willingness to obtain one.
- · Forklift certification or willingness to acquire it.

Preferred competencies

Bluestream core values

- Commitment
- · Client Focus
- Innovation
- Integrity



Functional competencies

- Working with people.
- Analytical skills.
- Planning and organising.
- Following instructions and (safety) procedures.
- · Writing and reporting.

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