

## Material Management Process Coordinator

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Company: Neptune Energy

Location: Den Helder

Category: computer-and-mathematical

### Job description

Responsible for problem solving, process training and work instruction documentation on SAP MM and WM systems related to material and inventory management within the logistics remit of Neptune Netherlands.

Responsible for assistance for operational creation and maintenance of material masters, assurance of data quality, material classification, MRP activation and support to the Inventory Systems & Material Master Coordinator.

Responsible for NCR and quarantine review and follow up.

Responsible for material inspection, internal stock count and third-party stock review coordination

**Reports to: Logistics Manager, NL**

**Main duties and responsibilities**

**HSEQ:**

Comply with the Neptune HSEQ standards, SCML HSEQ plan and GOIMS.

ISO compliance

**Process and training:**

Provide SAP user support and training on Logistics process within MM and WM

Support in training and compilation of work instructions and daily problem resolution and

instruction to material coordinators and warehouse staff.

Provide SAP user support and training on Logistics process within MM and WM

**Material Master Maintenance:**

Perform material master data activities such as creating, maintaining, or marking for deletion for current materials and services.

Support SAP Inventory and Warehouse management Module

Analyse, validate, and make necessary updates to Material and Vendor master data.

Review and run MRP for the Logistics team.

**Material Management:**

Development of monthly report advising of activity levels and issue concerning material management

Coordinate material inspection, cycle counting and third-party stock reviews.

Participation in Materials Audits if required.

**General:**

Primary focal point for dispatch and warehouse staff on SAP MM and WH

Engagement with NL Business and wider Supply chain

Attend Safety meetings.

Foster cross functional collaboration and promote efficient operational cooperation.

**Required qualifications and experience**

Considerable experience in ERP systems, software and process in large scale logistics and warehouse environment

Excellent communication in both English and Dutch

Self-motivating, able to work unsupervised in a fast-moving operational environment.

Dangerous Goods awareness

Awareness of Production / Drilling equipment/tools and activities

### **What we offer:**

At Neptune we are committed to supporting everyone to learn, develop and gain new experiences. We have an open culture, so it is easy to make your voice heard and have a say in our future and your own development.

The work we do is challenging, stimulating and complex; you will be empowered to play a direct part and will be able to see the impact of your role.

We work in a highly collaborative way, so you will interface frequently with colleagues outside of your direct team, and at all levels of the organisation.

### **Information and application**

We are looking forward to your application!

Please be informed that an assessment and reference check can be part of the recruitment procedure.

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