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JOB DETAIL

Ref. IO1830 - 3/3/2017

Supply Chain Compliance Administrator - CST-052

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| Main job | Logistics |
| Department | CST / Construction Department |
| Division | CST / Facilities, Logistics & Materials Division |
| Job Family | Technician - 3 |
| Application Deadline (MM/DD/YYYY) | 04/23/2017 |
| Grade | G4 |
| Direct employment | Not required |
| Purpose | To prepare and implement across all stakeholders the necessary policies, processes and procedures relating to the reception, storage and preservation of components, materials and tooling associated with the construction of the ITER machine and associated plant. A major focus shall be the development of Project Requirements relating to preservation of components critical for nuclear safety and the preparation and maintenance of all records necessary to demonstrate the integrity of this safety function. |
| Main duties / Responsibilities | <ul style="list-style-type: none"> -Prepares and maintains through a system of continuous improvement, all policies, processes and procedures necessary to ensure that ITER components, materials and tooling are received and preserved in accordance with defined requirements; -Works closely with the ITER nuclear safety department and the ITER Quality Assurance department to ensure reception and storage activities are compliant with ITER Project requirements in particular for those components that have a nuclear safety function; -Works in collaboration with other stakeholders inside and outside the ITER Organization to ensure compliance with relevant requirements relating to transportation, reception storage and issue of ITER Components, materials and tooling; -Is responsible for the cascade of Project requirements through the chain of external interveners (contractors and sub-contractors) and ensures through surveillance and audits that requirements are being met; -Is responsible for the collection and maintenance of all records necessary to demonstrate compliance with project requirements in particular preservation records for components fulfilling a nuclear safety function; -Implements under the management of the Division Head, the Deviation Requests and Non conformances in relation to the above mentioned processes; -May be required to work outside normal working hours, including nights, weekends and public holidays; -Performs other duties in support of the project schedule; -May be requested to be part of any of the project/construction teams and to perform other duties; -Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics. -Reports to Head of Facilities, Logistics and Material Division; -Interfaces with internal and external stakeholders including IO staff, IO contractors, Domestic Agencies and the chain of contractors and sub-contractors working in the domain of transportation and storage; |
| Measures of effectiveness | <ul style="list-style-type: none"> -In response to requests from the Director-General and/or Construction Department Head, proactively, informs the DG/ Construction Department Head of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives. -Prepare high quality documentation to describe requirements, procedures and processes; -Monitor and survey the protection important activities carried out by the on-site logistics to ensure that nuclear safety regulations are met; -Monitor and alert efficiently on deviation requests and non-conformances; -Manage records in electronic and paper format carefully and accurately. |
| Level of study | Project Construction Phase Bachelor or equivalent degree |
| Diploma | Supply chain management, logistics or engineering |

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| Level of experience | At least 5 years |
| Technical experience/knowledge | <ul style="list-style-type: none">-Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates in relevant domains may be considered a reasonable substitute for the required educational degree,-At least 5 years' experience in the field of supply chain management with experience in shipment receiving, inspection, preservation and storage;-Practical experience within a nuclear industry;-Practical experience in preparing and implementing quality control requirements and processes within a highly regulated domain such as nuclear or aerospace. |
| Social skills | <ul style="list-style-type: none">Ability to work effectively in a multi-cultural environmentAbility to work in a team and to promote team spirit |
| Specific skills | MS Office standard (Word, Excel, PowerPoint, Outlook) |
| General skills | <ul style="list-style-type: none">-Experience of working in a multi-cultural environment with global partners;-Strong focus on compliance, process and record keeping;-Experience of writing procedures and processes in English language. <ul style="list-style-type: none">-Ability to work as a team member in a non-desk working environment, e.g. warehouse and storage yard;-Ability to work effectively within culturally and geographically diverse teams and communicate with a diverse range of stakeholders. |
| Others | <ul style="list-style-type: none">-Literate in all standard Microsoft Office packages, including Word, Excel, PowerPoint-Knowledge of materials management software would be an advantage. |
| Languages | English (Fluent) |

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