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JOB DETAIL

Ref. IO1909 - 11/16/2017

Systems and Material Coordinator - CST-071

Main job	Construction
Department	CST / Construction Department
Division	CST / Construction Management Division
Job Family	Engineer - 1
Application Deadline (MM/DD/YYYY)	12/31/2017
Grade	P2
Direct employment	Not required
Purpose	To support Material Management Officer in providing coordination, implementation, support, training and integration of all SmartPlant Material (SPMat) modules to support overall project material management requirements.
Main duties / Responsibilities	<ul style="list-style-type: none">-Assesses and coordinates the need to engage SPMat support team upon requests from technical teams, to implement SPMat Modules, manage licenses, and anticipate or resolve potential conflicts relating to the SPMat implementation;-Provides technical support to all projects for Material Management, including trouble shooting help desk SPMat support for Engineering, Procurement and Site Modules;-Assists technical units to modify and adapts the standard configuration of SPMat to suit Project requirements;-Develops and performs maintenance of documentation relating to SPMat; also supports the development & update of training material together with the identification and delivery of training sessions;-Ensures the preparation, distribution and maintenance of all SPMat application related procedures, standards and operational guides;-Identifies integration requirements between SPMat and other third party systems;-Engages with Engineering Departments to monitor material at all project stages;-Creates and maintains a material catalogue including strategic sourcing, purchasing, expediting, supplier quality surveillance, logistics and field material control;- Ensures Bill Of Materials (BOMs) and Materials Take Off (MTOs) are properly managed, for data integrity, input and maintenance data in SPMat;-Works with Construction Management Division (CMG) / Project Control Office (PCO) to prioritize and update the material requirements for construction needs;-May be required to work outside normal working hours, including nights, weekends and public holidays;-Implements the technical control of the Protection Important, as well as their propagation to the entire supply chain;-May be requested to be part of any of the project/construction teams and to perform other duties in support of the project schedule;-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, Quality Policy, values and ethics.
Measures of effectiveness	<ul style="list-style-type: none">-Reports to Head of Construction Management Division;-In response to requests from the Director-General and/or Construction Department (CST) Head, or proactively, informs the DG/CST 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.-Maintains SPMat well operating without delay caused in particular by technical problems;-Provides Cataloguing, BOMs and MTOs within the defined frame time.-Maintains an effective communication with all stakeholders within the ITER Project.-Provides solutions for potential issues with respect to the Material Management in ITER Project.
	Project Construction Phase
Level of study	At least Bachelor's degree or equivalent
Diploma	Material Managt, Logistics or Construction Managt
Level of experience	At least 7 years <ul style="list-style-type: none">-At least 7 years' experience in the field of material supply chain activities in a construction project environment;

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Technical experience/knowledge	<ul style="list-style-type: none"> -Good experience of SPMat or equivalent software including Administration, Engineering and Procurement Integration (E&PI), Master of Supply Chain Management (MSCM) and Site modules; -Good experience in project materials management process from BOM through Requisitioning, Procurement and Site; -Extensive experience in general systems and systems skills.
Social skills	<ul style="list-style-type: none"> Ability to work effectively in a multi-cultural environment Ability 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"> -Ability to comprehend, analyze and clearly document work processes, across disciplines or departments; -Ability to analyze various issues and resolve them in a timely manner; -Ability to communicate with a wide variety of contributors and stakeholders; -Ability to model high standards of team mindset, trust, excellence, loyalty and integrity.
Others	<ul style="list-style-type: none"> -Standard office applications such as Microsoft Excel, Word, PowerPoint and Outlook; -Experience with data integration between discipline engineering applications and databases.
Languages	English (Fluent)

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