

<b>DEPARTMENT:</b>	Projects
<b>LOCATION:</b>	Any worksite of Ramps Logistics Guyana
<b>JOB TYPE:</b>	Field and Office Based
<b>JOB TITLE:</b>	<b>Logistics Coordinator</b>
<b>DIRECTLY REPORTS TO:</b>	Project Manager
<b>DEPARTMENT LEAD:</b>	Project Manager
<b>OVERSEEING ELT MEMBER</b>	Vice President – Projects

**JOB PURPOSE:**

The Project Logistics Coordinator provides logistics and supply chain management support to the company’s offshore and onshore projects and operations, prepares loadout and backload plans for vessels as well as all marine agency services for those vessels and supervises the import and export delivery of materials, equipment, and cargo between countries, wharves, airports, and warehouses.

**KEY DUTIES AND RESPONSIBILITIES:**

<b>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</b>	<b>Approx. % of time annually</b>
1. Act as the liaison and coordinator for the importation, exportation and berthing of offshore drilling rigs, supply vessels and charters. <i>(Customs, Marine agency, bunkering and logistics services for both cargo and vessel)</i>	10
2. Arrange berthing facilities, stevedoring, pilots, pilot boats and port’s personnel and equipment where necessary or as required for cargo operations.	5
3. Supervise the loading and unloading of vessels and other inland base traffic. <i>(On and Underdeck cargo, and consumables – groceries, potable water, fuel etc)</i>	10
4. Monitor movement of third-party supplier materials and supplies to supplies vessels, vessels under charter to or owned by the company.	2.5
5. Prepare all vessel, customs reporting and clearance documents for coastal and international voyages, and bunkering services inclusive but not limited to cargo manifests, Transires, C12, C43, C4, C6, C7, C8, C16, C18, C28, Port Health and Immigrations and Customs documents.	10
6. Prepare and manage vendor invoicing reports and to ensure vendor invoices are received, reviewed and vendors are paid on time as well as reviewing vendor contracts and quotations requested.	5
7. Supervise all contractor personnel, including but not limited to Laborers, Warehouse and Yard Crews, Stevedores, Dock Hands, Equipment Operators, and Roustabouts.	2.5

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8. Expedite shipments and the acquisition of goods, materials, and services when required by the company.	2.5
9. Supervise Customs clearance, freight forwarding, project logistics, marine agency, and warehousing services.	2.5
10. Arrange materials, supplies, or equipment delivery to other wharves or the airport to be received and transported to the supply base, including, without limitation, performing necessary administrative functions, transfers, paperwork, and other details to accomplish such transfers.	5
11. Coordination of end-to-end trucking, loading and offloading of cargo when the company requests to transfer the Company's or Company's third-party supplier drilling tools, equipment, or consumable materials.	10
12. Maintain an inventory at the Shore Base and at warehouse to ensure all customers are aware of cargo outstanding to collect or in managing loadouts/backloads even to exports. (Liaise with clients daily to ensure cargo is collected)	2.5
13. To ensure laser system is updated with all the required information needs daily and action items completed within KPI withing the various modules ( <i>e.g WO, Warehousing, Shorebase Modules for approval, Service completing, confirming</i> ) as well as pulling/preparing weekly/monthly reports from various modules as required.	10
14. Assist and coordinate warehousing operations inclusive but not limited to arranging facility requirements & maintenance, inventory, coordinating safe receipt and issuance of cargo, container stuffing and destuffing operations, reshuffling operations, housekeeping, site visits etc.	10
15. Prepare project plans, profit and loss reports, lift plans, JMP, JSA, PTW, and assist pricing team with RFQs, RFIs, SOW or any other reports as required.	10
16. Any other duties that may be required within projects logistics, warehousing and marine agency or other department should the need arise.	2.5
TOTAL:	

**HSSEQ RESPONSIBILITIES:**

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your supervisor.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your supervisor.

- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and report all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

**KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:**

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than ask for help, develop innovative ideas, pre-emptively identify issues with existing procedures, and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing while reviewing requests, quotes, and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

**WORKING CONDITIONS**

- Physical demand – High: primarily in field and warehouse facility, Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.

<b>APPROVED BY:</b>	
<b>EMPLOYEE SIGNATURE:</b>	
<b>DATE:</b>	