

Job Details	
Business Job Title	Stores & Logistics Coordinator
Job Category	Permanent
Reporting Level	General Manager
Location	Dyce
Date Prepared	11/04/2025

Job Overview	
Role	<ul style="list-style-type: none"> To maintain and improve materials and equipment management for J+S Subsea (J+S) Work with engineers and technicians to identify project materials and equipment requirements and to assist in loading these onto the J+S system. Seeing the process through procurement, expediting and receipt Inventory and stock location management Administrative duties in relation to Materials, Shipments, Logistics, Stores and project build records in the workshop and also packing / unpacking material in Stores
Accountabilities	<ul style="list-style-type: none"> To work in a safe manner at all times, promoting safety, quality, and our company values To track and document CO2 KPIs specified by J+S Working with the Operations Team to correctly identify required items Loading Bills of Materials onto the J+S system and generate purchase requisitions Placing purchase orders for equipment and material required by projects and workshop with suppliers Negotiating competitive quotes from suppliers to ensure best project value Receive and issue material from stock and update relevant systems with stock and asset movements Goods-in inspection of items to ensure they are correct as per purchase requisitions Assemble and issue project materials kitting lists, as per instruction Maintenance of Goods reception area and records tracking of Goods in and out Pack and unpack material for shipments to and returned from offshore Management of shipping paperwork: Certificates of Conformity (CoCs), delivery notes Manage the On-hire / Off-hire of rental equipment in a timely manner Complete all administrative paperwork for stores related tasks using J+S ERP system Replenishing spare parts as well as storage and conformity of perishable items Handling and storage of COSHH materials in workshop, lab and stores Prepare material for export and complete relevant documentation, always ensuring accuracy. This will include liaising with freight forwarders and transport companies Ensure safe working & lifting practices are always utilised Asset Management – procurement planning to ensure J+S has the required equipment and materials, by placing orders, monitoring and expediting through to delivery. Controlling and processing through asset management system Maintain separate J+S ERP “warehouses” for equipment owned by each client Preparation of stock movement reports as required by clients’ management contracts Working within a quality control system - ISO 9001:2015, ISO 14001:2015, ISO 45001:2018

Competencies and Work Experience	
Competencies	<ul style="list-style-type: none"> • Ability to work individually and within a team is essential • A willingness to work with people from other disciplines in order to achieve the overall objectives of the project is essential • Flexible attitude towards work and an eagerness to learn new skills • Strong communication skills with excellent written / spoken English • Computer literate with demonstrable organisational abilities (Excel, Word) • UK Drivers and Forklift Truck license
Work Experience	<ul style="list-style-type: none"> • Stores operations experience, preferably within the Oil and Gas industry • Import/Export handling