



Senior Expeditor

Skills and experience:

- 10 or more years of relevant experience in the petro-chemical industry;
- Experience in and EPC or project environment is preferred;
- Skilled in the preparation and execution of project expediting plans;
- Experience providing superb customer service while continually striving to save money for the client;
- Proven ability to problem solve and find solutions in a fast and competitive environment;
- Proven record for building and maintaining excellent working relationships;
- Experience working in a fast-paced and competitive environment;
- Exceptional communication skills and ability to maintain professionalism while dealing with various personalities.

Responsibilities:

- Responsible for planning and performing expediting activities to ensure the timely delivery of materials and equipment for multiple projects;
- Consider the best financial interest of the client to ensure deliveries meet site requirements;
- Ensure that any exceptions that may cause deviation from technical specifications are reported;
- Identify project purchase orders which are critical;
- Provide supporting documentation for the approval of vendor progress payments;
- Monitor vendor delivery progress including submission of vendor drawings and manuals;
- Provide support, motivation and encouragement within a team;
- Participate in post-award meetings with vendors;
- Enter expediting details into expediting control system;
- Monitor the receipt and return of vendor documents;
- Produce expediting reports and ensure follow up on action items;
- Match quantity and description on receiving documents against purchase orders;
- Resolution of over, short and damaged material reports;
- Ensure all expediting records are accurate and up-to-date.

Closing date October 24, 2008