

## Job Description

Title	<b>SUPERVISOR - MATERIALS</b>	Job Classification Number	<b>A01025</b>
Department /Project	<b>KNPC MAA Mech. Maint.</b>	Job Family Number	
Reports to	<b>Engineer</b>	Effective Date	01 Oct. 2009

### **1. Operational**

- 1.1.1 Prepares & issue materials, Familiar with material control documents.
- 1.1.2 Coordinate material supply from stores and delivery to various job sites
- 1.1.3 Experience in material management in similar industry.

### **2. SKILL LEVEL DESCRIPTION**

#### **2.1 Qualifications**

- 2.1.1 Diploma in Engineering
- 2.1.2 Computer skills in MS office.
- 2.1.3 Minimum 08 Years relevant experience.
- 2.1.4 Must be fluent in reading, writing and speaking English language.

#### **2.2 Communications**

- 2.2.1 Shall be capable of group communication to direct and co-ordinate the related tasks.

### **Safety and Quality Responsibilities**

- 1. Maintain standards of safety and comply with Company's health, Safety and Environment Management System requirements.
- 2. Take reasonable care of own health and safety and that of others in the workplace.
- 3. Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.