



About Randridge

Randridge are an Irish based Global Electrical & Instrumentation Contractor.

Randridge works internationally on a wide range of different construction and maintenance projects across the energy, petrochem, pharmaceutical and industrial sectors. We currently employ over 650 people and have offices in Ireland, the UK, Mainland Europe, South Africa.

Randridge seeks to employ the best people, invests heavily in training and education, and ensures that the highest standards of health, safety and governance are applied throughout the organization.

Our people are our success. As one of us, you will contribute to engineering excellence for the high-tech markets of the future. At Randridge, you will be part of a family orientated global community of professionals who are ambitious and passionate about getting things done. Together, we will build on our company's long history and keep on leading the way to a better tomorrow.

Job Title: Senior Materials Co-Ordinator

Location: Belgium

Key Responsibilities of the Role:

- Provides critical interface between construction and procurement related to material Management on Project.
- Identifies problems with materials at the warehouse and construction site and flags back to requisitioning group. These need to be inline with submitted Vendor documents for client approval and should be verified.
- Leads a team of warehouse / stores / yard personnel and ensures the proper receipt, handling, storage and issuance of all equipment, instrumentation, and materials for the construction project.
- Ensure correct procedures for Material receiving at Site are always adhered to.
- To ensure correct storage techniques are used for storing materials including any required preservation.
- To ensure that the stores are kept in an orderly and proper manner, full inventory to be shared with the Team weekly on the Sharepoint and form a summary for the client monthly progress report.
- To ensure that an efficient delivery service is provided to the project from the warehouse and all documentation is recorded. Follow client Specifications at all times.

- Ensure proper and accurate usage of the company computer system for managing the warehouse.
- Ensure full commitment to the implementation of the procedures.
- Generate material reports as required and check for accuracy.
- Ensure stock reconciliation and traceability of materials issued from the warehouse by following the material issue procedure.
- Where used ensure that minimum stock levels are properly accounted for and utilised.
- Ensure excess / unwanted materials returned from site are adequately recorded and accounted for.
- Liaise with relevant person on site regarding any delivery discrepancies and any other matters to be resolved.
- Maintain standards of HSE and comply with Company's Health, Safety & Environment procedure/policy.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements & the project specifications/ Vendor approval documents.
- Assigns, monitors and reviews work for accuracy and progress.
- Trains team members to improve skill, productivity, safety, quality, and processes.

Essential Criteria for the Role:

- Electrical and Instrumentation experience.
- This role is not open to Visa sponsorship – EU residency / Citizenship essential.

Benefits:

- Competitive Salary
- Career Growth
- Salary / rate negotiable in accordance with Experience and Certification.

Randridge is an equal opportunities employer.

We welcome applications from all suitably qualified candidates regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To apply please send your most up to date CV to careers@randridge.com stating the job you are applying for in the subject line of the email.