



Internal Posting: Employees & TAPS Only

Job Number: 005622

Closing Date: February 10, 2019

Resumes received in our office after the closing date will not be considered.

Position Title:	Inventory Control Coordinator
Salary Band:	K
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Valdez This is a regular exempt Valdez based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor's degree in Business Administration, Supply Chain Management, or related experience. Related technical experience will be considered in lieu of the educational requirement. ▪ Two (2) years of related experience in supply chain management ▪ Strong knowledge of a supply chain management discipline: inventory, contracting, procurement, or supplier performance management ▪ Experience with the Oracle EBS Materials system ▪ Strong written and verbal communication skills
Preferences:	<ul style="list-style-type: none"> ▪ MBA in Business Administration ▪ Four (4) years industry related experience working with or for the industry's primary contractors in inventory management. ▪ Knowledge of Federal, State, Local regulatory requirements for operation in the oil and gas specific business environment ▪ Knowledge of the Alyeska AMS-013 Procurement and Materials Process and Sub-Procedures ▪ Working knowledge of Business Objects Reporting and MS Office ▪ Oil Spill Response experience related to materials and staging area management ▪ Proficient in Oracle or similar Enterprise Resource Planning systems ▪ A well-diversified knowledge of engineered materials, supply chain procedures, transportation methods, applicable government regulatory and compliance issues, Enterprise Resource Planning systems, plus the ability to communicate technical information and work with drawings and specifications
Accountabilities and Specific Requirements:	Under general direction of the Materials Supervisor, the Inventory Control Coordinator is accountable for the following: <ul style="list-style-type: none"> ▪ Requires accurate, assured identification of materials to meet all compliance standards including traceability and marking requirements, establishing stocking levels, association to Bill of Materials, MSDS compliance, shelf life, and special handling or packaging requirements to ensure system integrity. ▪ Position is accountable for inventory planning and execution of replenishment activity, analysis and adjustment of inventory levels based on product demand, lead time, service rate, stock outs, expired shelf life, excess and idle inventory, and physical location of all of Alyeska's operating and critical spares warehouse inventory to ensure product availability



Internal Posting: Employees & TAPS Only

Job Number: 005622

Closing Date: February 10, 2019

Resumes received in our office after the closing date will not be considered.

	<p>while minimizing inventory costs.</p> <ul style="list-style-type: none"> ▪ Performs superseded part number/description research and general catalog cleanup activity. ▪ Repair and Return Planner responsible for managing all repairable inventory work orders.. ▪ Liaison with client, engineering, vendor and repair shops to define scope, schedule deferment, financial controls, completion and acceptance. ▪ Position is utilized for Incident Command logistics and staging area personnel. ▪ Maintains a collaborative relationship with material users, vendors/suppliers, purchasing, warehousing and engineering. Will assist in warehouse activities when required. ▪ Works within critical time constraints and emergency response situations to allow for accurate scheduling, planning and acquisition of materials/services resources.
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ Material Management ▪ Maintenance ▪ Operations ▪ Procurement ▪ Information Management ▪ Customer Service ▪ Interpersonal Communication ▪ Project Management
Contributor Level	Individual Contributor - Professional
TAPS Safety Culture	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
Pre-Employment Drug Screen Testing	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
Employment Verification using E-Verify	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify



Internal Posting: Employees & TAPS Only

Job Number: 005622

Closing Date: February 10, 2019

Resumes received in our office after the closing date will not be considered.

TWIC

- The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. <http://www.tsa.gov>

**ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY
EMPLOYER THAT VALUES WORKPLACE DIVERSITY.**

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com