

PROFESSIONAL SELECTION PROFILE

N° BUDGET HR :

Organizational Data			
Company	Saipem S.p.A./BU E&C/PREDEC		
Filling Date	07/02/2013	Insertion Date	Beginning of April
Dept.	CONSTR		
Dept. Responsible	Rossi Davide		
Professional Area	43		
Resources required (n°)	2		
Role	Warehouse Supervisor		
Activity Description	<ul style="list-style-type: none"> • Support the execution of materials receipt, handling, storage, preservation and delivery activities • Support the inspection of materials on arrival at the site in terms of conformity and quantities, as per specifications and technical drawings. • Support the adequate handling and storage and preservation of materials, in accordance to the relevant procedures defined by vendors. • Support the handover and traceability of materials • Coordinate materials storage and preservation activities, in accordance with the defined methods of classification, the relevant procedures provided by vendors, marking and traceability requirements • Ensure the prompt issue of MRRs (materials requisitions requests) in order to allow materials invoicing • Prepare reports, in order to monitor the available and incoming materials and provide assistance for feasibility analysis, issuing the relevant reports • Promote safe works practices and environmental protection, ensuring that safety standards are respected. 		
Hiring Place	GPS		
Work Location	SAN DONATO MILANESE; U.A.E.; MEXICO; KUWAIT		
Contract Type			
Categoria		R.A.L.	
Tipologia della risorsa	JUNIOR		

Requirements	
Qualification	Diploma
Specialization	Mechanical
Institute	Technical Institute
Geographical origin	

Languages	English: Good
	Other languages (specify):
Specializations / Courses	
Technical Skills	
Informatics Skills	Office package
Other experiences (preference)	Experience in warehouse activities
Availability for foreign countries	Full availability

Proposed development

Personal skills *			
	Strategic Thinking	X	Operative problem solving
X	Flexibility		Innovation
	Decision making		Planning & control
	Initiative	X	Results orientation
	Change management	X	Communication Skills
	Listening		Negotiation
	Networking		Team Leadership
	Organizational integration		

Personal characteristics *			
	Positive approach		Self confidence
X	Energy	X	Stress resistance

DEPT RESPONSIBLE SIGNATURE

HR MANAGER SIGNATURE

MADES

 1/20/2020