



Revision: B	Doc. Type: JD	Language: en	Total Pages: 7	Scope: ALL	Replaces:
Prepared by: Nisrine Jabrouni		Checked by: Sandrine Delrieu		Approved by: Martin Chalar	

Job Description

Material Handling Manager

REVISION			
Revision index	Page(s) – Chapter(s)	Description of changes	Who - When
B	ALL	Modification of template to comply with GE rules	Nisrine Jabrouni – 11/08/2016



Material Handling Manager

Job Title & Purpose

Job Title :

Material Handling Manager

Business / Location :

Renewable Steam Plants / *“location”*.

Function :

Material Handling Manager

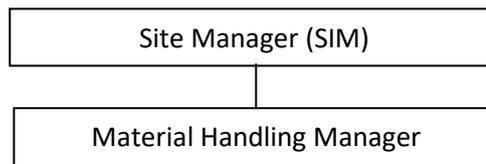
Purpose of the Job

The Material Handling Manager is responsible to :

- Manage material and Laydown area
- Coordinate material movement with internal and external partner
- Realize reporting
- Support any D2E initiative (dedicate to excellence)
- Ensure QHSE during all activities

Position in the Organisation

Organisation Structure



Organisational Reporting

- Operationally reporting to the Site Manager (SIM)

Network & Links

- Strong link with PPLM + Contractor and / or Partner material handling staff



Mission

Responsibilities & Accountabilities :

Material and lay down area management

- Control and management of all materials from arrival at site to handover to erection / commissioning or other parties.
- Ensure flow less delivery at site and direct delivery for heavy goods
- Correct use and update of MTA software : register and record the materials on site through software
- Inspect incoming goods and immediate reporting of all/any shortages or damage
- Management of lay down area including preparation + covered storage
- Management of material security control on lay down
- Establish material delivery procedure, schedule and interface
- Establish procedures for storage and handover of spare part
- Check that all documents accompanying material deliveries are complete and correct as detailed in the specifications and purchase orders
- Check existence of packing list, record and classified them
- Obtain, or initiate the obtaining, of missing documents
- Establish and execute packing rubbish removal plan
- Address material shortages.
- Maintain and manage of the on-site materials in cooperation with the project expediting office, check and review open point (NCR) on material before expediting acceptance. Liaise with construction team and QA department to ensure proper traceability
- Daily logs will be maintained which record all events to address any subsequent claims or disputes.

Coordination on material movement

- Coordination of all project participant shipment and material movements
- Lead a team for materials management on site including partner and erection sub-contractors
- Prepare and request for quotation for material management, lifting device, operator...
- Make offer analysis and assist OCM for contract placement.
- Perceive deviations from the material delivery schedule as soon as possible (and report such to senior management immediately).

Quality & EHS

- Coordination with all participant to deploy and harmonise GE material management procedure: , align all procedure for material management specially for storage, transportation, material hand-over to erection sub-contractors, follow-up of missing / damage parts, preservation during storage. Said procedures shall be based on GE Standard procedure and local requirement.
- That all contractors within the material management scope are in compliance with the EHS requirements at site
- Implementation of the GE Renewable EHS policy within the operational scope of material handling management, including all established safety procedures, work instructions, guidelines and local laws/regulations and informing employees about hazardous materials and applicable precautions
- Enforce the 9 GE EHS directive (High risk activities, control of contractor, lockout-tag out, electrical safety, mechanical safety, work at height, excavation work, lifting operation, vehicle movement)
- Implement crane control / make sure equipment and lifting device are tested / certified before use
- Full traceability of damage and shortage



Revision:

B

Doc. Type:

JD

Language:

en

Total Pages:

7

Scope:

ALL

Replaces:

- Implement procedures for shipping, and local transport
- Check existence of material certificate, transfer to QA department
- Perform or organise Positive Material Identification in case of doubt on material certificate, material identification, especially on piping

Reporting

- Feedback of material receipt and status information to senior management and the home office

REX

- Issue a Field Service Report
- Make suggestion to the improvement of processes and tools.

Processes/tools related :

- Ensure compliance with applicable laws, codes and standards.
- Ensure compliance with GE policies.

Measurement

- EHS targets are achieved
- Prompt resolution of any disruptions or abnormalities related to materials
- Right to seek clarification and prioritisation on conflicting or additional tasks that may arise

Candidate Requirements

Educational Requirements**Mandatory:**

- University degree (comparable with bachelor / master)
- Leadership and social competence
- Cost awareness

Language skills :

- Proficient in English language (in writing and speaking)
- Local language

Optional:

- Open-minded for changes and new ideas
- Delegating, setting priorities and acting directly towards the target



Revision:

B

Doc. Type:

JD

Language:

en

Total Pages:

7

Scope:

ALL

Replaces:

Knowledge / Experience

Mandatory:

- Appropriate experience in power plant construction and engineering
- Appropriate experience in management functions
- Orderly handling and presentation of information

Business Understanding

- Quick decision making
- Active in solving problems

Behavioural and Technical Skills / Competencies

- Active team player
- Strong communication skills
- Leadership skills
- Management skills, e.g. selecting, hiring people etc.
- Problem solving and decision making
- Negotiating skills
- Integrity
- Business partner, influencing force
- Rigorous and conscientious



Revision: B	Doc. Type: JD	Language: en	Total Pages: 7	Scope: ALL	Replaces:
----------------	------------------	-----------------	-------------------	---------------	-----------

Functional, Operational , Leadership - GE BELIEFS

S: Outstanding Strength; C: Competent; E: Emerging Competence; N: Does not demonstrate competency;
O: Not Observed/Don't Know

Functional Know How	S	C	E	N	O
Technical Skills		x			
Processes & Tools Engineering			x		
Knowledge and Patrimony Management		x			
Creativity and Innovation					x
Vision and technical evolution of industry		x			
Solving Technical Problems		x			
Operational Know How	S	C	E	N	O
Operational effectiveness/Accountability		x			
Collaboration/Teamwork	x				
Innovation					x
Communicating with Transparency	x				
GE BELIEFS	S	C	E	N	O
Empower and inspire each other		x			
Stay lean to go fast	x				
Learn and adapt to win	x				
Customers determine our success		x			
Deliver results in an uncertain world	x				
Leadership Know How	S	C	E	N	O
Strategic Vision		x			



GE Renewable Energy – Hydro - RSP

Document No.:

RSP_JD0113

Revision:

B

Doc. Type:

JD

Language:

en

Total Pages:

7

Scope:

ALL

Replaces:

Convincing & Influencing		x			
Risk Management		x			
Shaping & driving change			x		