

Onshore Materials & Logistics Co-ordinator – Maintenance and Projects (Contractor – 12 -18 Months)

Location: Onshore Aberdeen, opportunity for hybrid working

Day Rate: Competitive

Date Posted: Thursday 20 August

Closing Date: Monday 07 September

The Role

The Onshore Materials & Logistics Co-ordinator is the central focal point for all materials and logistics activities that support Serica's offshore operations, maintenance programmes and project work scopes. By coordinating end-to-end material and equipment requirements in line with the integrated asset plan, the role ensures that critical resources are available when needed, enabling the safe, efficient and cost-effective execution of offshore activities.

Working closely with engineers, activity leads, offshore teams, service providers and supply chain colleagues, the role provides clear communication across multiple stakeholders to ensure material readiness, logistics planning and offshore shipments are aligned with operational priorities. Through proactive engagement and effective coordination, the position helps minimise risk, reduce delays and maintain continuity of operations. Serica's value of Communication is fundamental to building strong relationships and ensuring everyone has the information needed to succeed.

A key aspect of the role is leading the full lifecycle of materials management for maintenance and project scopes, from identifying requirements and progressing procurement activities through to shipment, mobilisation, backload and inventory reintegration. The role requires a strong focus on planning, prioritisation and operational excellence, ensuring materials and third-party equipment are delivered safely, compliantly and on schedule.

The position plays an important leadership role through influencing, coordinating and driving collaboration across multiple functions, despite having no direct reports. By acting as a trusted interface between project teams, maintenance teams, supply chain, warehouse providers and offshore personnel, the role promotes Empowerment & Accountability, taking ownership of material readiness while supporting others to deliver successful outcomes.

Continuous improvement is a core expectation of the role. By participating in system enhancements, improving logistics processes and sharing best practice, the postholder contributes to organisational Learning and helps strengthen supply chain performance across Serica's assets. A commitment to accuracy, compliance and professional development ensures the business continues to operate efficiently and effectively.

Above all, the role promotes a culture of Respect by working collaboratively with colleagues, contractors and service providers, recognising the contribution of others and maintaining the highest standards of safety, compliance and professionalism. Through these behaviours, the Onshore Materials and Logistics Co-ordinator makes a significant contribution to operational reliability, business performance and the successful delivery of Serica's maintenance and project objectives.

What we are looking for in potential candidates

We are looking for a proactive and organised materials and logistics professional who can coordinate multiple priorities, build strong stakeholder relationships, and ensure the timely delivery of materials and equipment to support safe and efficient offshore operations

Key Responsibilities

- Coordinate material and equipment requirements for maintenance and project activities, ensuring readiness in line with asset schedules.
- Maintain visibility of material status, identifying risks early and driving actions to prevent delays.
- Work closely with engineers, offshore teams, suppliers and supply chain colleagues to support effective planning and execution.
- Manage logistics activities including shipments, mobilisation, backloads and third-party equipment movements.
- Ensure materials, equipment and logistics activities comply with company procedures, certification requirements and regulatory standards.
- Contribute to continuous improvement initiatives, helping to enhance materials management, logistics performance and operational efficiency.

Education & Qualifications

- Previous experience in materials coordination, logistics, supply chain or warehouse operations within the oil and gas industry.
- Minimum of 2 years' experience using Maximo or a similar ERP/materials management system.
- Knowledge of offshore logistics, inventory control, material planning and equipment mobilisation processes.
- Understanding of dangerous goods regulations, COSHH requirements and relevant logistics compliance standards.
- Strong organisational skills with the ability to prioritise workloads, meet deadlines and manage multiple activities simultaneously.
- Excellent attention to detail, communication skills and a proactive approach to problem solving and continuous improvement.

Our Culture

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success. Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

In real terms this means being truly supportive of the things that matter to our people.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, please use the Apply Here button to submit your application. Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their [Privacy Policy](#).

JOB DESCRIPTION

Job Title:	Onshore Materials and Logistics Co-ordinator (Maintenance and Projects)
Staff/Contractor:	Contractor
Department:	Materials and Logistics
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	Material and Logistic Team Lead

Role Purpose
<i>Write a short description of the role below:</i>
The Onshore Materials and Logistics Coordinator acts as the central focal point for all materials and logistics activities supporting offshore operations, maintenance, and project work scopes. The role is responsible for coordinating end-to-end material and equipment requirements in line with the 30-day and integrated asset plan, ensuring timely availability, compliance, and efficient movement of goods to and from the offshore installation. Working closely with engineers, activity leads, service providers, and supply chain teams, the OMC manages material readiness, logistics planning, and offshore shipments, while maintaining alignment with company procedures and regulatory requirements. The position also provides critical support to the Projects and Maintenance teams by managing physical supply chain interfaces with the company and third-party warehouse providers, ensuring effective inventory control and the safe, cost-efficient execution of all logistics activities.

Areas of Responsibility	
Geographical Span:	Serica Assets- UKCS
Budgetary Responsibilities:	No
Direct Reports:	No
Travel Required:	Occasional as required

Main Tasks
<i>Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.</i> • Collaborate with Activity Leads (JREs, SPAs, Engineers) to identify and define material and equipment requirements for upcoming maintenance and project work scopes • Proactively support 12 week to 4 week planning processes by ensuring material requirements are accurately captured and progressed • Provide input to lookahead plans, including materials, bulk consumables, vessels, and personnel requirements • Lead the full lifecycle of materials management for key maintenance and project scopes

- Build, maintain, and communicate a comprehensive Materials & 3rd Party Equipment Readiness Tracker, aligned to the asset's activity schedule
- Ensure timely creation of requisitions and inventory reservations within the ERP system
- Support the cataloguing and creation of new Item Master records where required
- Work closely with Buyers and Supply Chain teams to expedite purchase orders and ensure on-time delivery of materials and equipment
- Liaise with vendors and service providers to secure equipment and services to meet project schedules
- Monitor outstanding orders and resolve delivery issues proactively
- Coordinate with Marine, Logistics, and Warehouse teams to plan and execute material shipments in line with the activity schedule
- Assist in the preparation and management of 48-hour and 24-hour vessel load lists
- Shipment manifests and ERP transactions
- Backload plans and communication with offshore teams
- Liaise with Marine Coordinators to ensure vessel capacity (e.g. deck space, fuel, water).
- Ensure materials are properly staged, packaged, labelled, and containerised in accordance with readiness tracker requirements
- Track materials to/from warehouse and offshore installations
- Coordinate repairs, returns, and re-stocking of materials with Inventory teams
- Ensure efficient handling and timely return of 3rd-party equipment
- Ensure all materials and logistics activities comply with Company procedures, HMRC/customs regulations and PUWER and applicable inspection requirements
- Ensure all 3rd-party equipment is certified, inspected, and compliant prior to mobilisation
- Maintain accurate documentation and system records within ERP
- Plan and execute offshore backloads in coordination with platform teams
- Ensure timely return of vendor equipment and proper reintegration of materials into inventory systems
- Perform ERP transactions including requisitions, shipments, manifests, and inventory updates
- Participate in ERP testing and system improvements as required
- Support continuous improvement initiatives within materials control, logistics, and supply chain processes
- Act as a central interface between maintenance / project teams, Supply Chain (Buyers, Inventory, Logistics) / Offshore teams, vendors and service providers
- Provide regular status updates and reporting on material readiness and risks

Health and Safety Responsibilities

- The Company will provide a safe working environment for all employees. Employees will take reasonable care for the health and safety of themselves and others and will familiarise themselves and comply with all Company Safety Rules and Regulations.
- Familiarise themselves with the Serica's safety Policy and to take all reasonable care to ensure the health and safety of him/herself and persons likely to be affected by his/her acts or omissions, as required under the Health and Safety at Work Act 1974.
- Always ensure safe working practices.
- Promote and take part in all safety initiatives.
- Participate in all safety drills, meetings, fire, and safety training programmes.
- Participate in all Statutory, Serica's and Group orientated training courses.

Professional/Educational Requirements	
Essential:	• Dangerous goods by sea and air • Control of Substances Hazardous to Health (COSHH) • Candidate must have a minimum of 2 years Maximo experience • Candidate must be able to prioritise efforts based on expected value derived and meet deadlines. • Must be a good administrator. • Be able to demonstrate suitable knowledge of supply chain logistics in the oil industry. • Must have a high level of attention to detail and questioning mind set.
Behavioural Skills	
Essential:	• Show a high level of flexibility, enthusiasm, and a determination to succeed. • Candidate must be a “driver”, being results focussed with a desire to continually seek ways to improve outcomes and efficiency. • Strong team playing skills within the functional team and the wider business. • Excellent oral and written communication skills. • Aware of and adheres to agreed deadlines and commitments that impact the work of others. • Share best practice with other team members to maximise team outcomes. • Good planning skills and the ability to perform effectively under pressure is essential