



LESEDI
POWER GENERATION | MINING | OIL & GAS

EXPEDITOR

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| Recruiter | Lesedi Nuclear Services | Date Posted | 16 May 2022 |
| AA/EE | Preferred | Contract | 12 month contract |
| Location | Kendal Power Station - Mpumalanga | Availability | 1 July 2022 |
| Category | Industrial Projects | Offer | Market Related |
| Deadline | 31 May 2022 | Contact | Adrian.Beets@lesedins.co.za |

PURPOSE OF ROLE

The Project Expeditor support the project team with expediting functions predominantly related to procurement and off-site fabrication activities.

KEY PERFORMANCE AREAS

- Support the Project Management team with project expediting functions which includes Procurement Activities and Off Site Fabrication Activities
- Expedite PR's to PO's (ensure it gets approved).
- IFS Administration Assist (Process PR, Purchase Order and Receipt Orders)
- Coordinate and expedite order placements for equipment procurements.
- Reviewing purchase orders for expediting requirements.
- Coordinate and track/update project order placements - Procurement Expediting Sheet (PES)
- Inform all stakeholders of the expediting plan and the embedded schedule.
- Distribute expediting reports.
- Perform site visits to suppliers to track and confirm progress.
- Arranging meetings for the transfer of information between the supplier and the respective project team members as and when required.
- Obtaining answers to Supplier's queries relating to the procured plant, material or equipment;
- Conducting regular supplier visits, at Lesedi and the supplier premises.
- Measuring and reporting on supplier progress.
- Expediting remedial action initiated by the Project Procurement representative in cases where progress falls behind schedule;
- Keeping the site material controller informed on order delivery status;
- Manage any or potential conflicts and default situations with suppliers in conjunction with Project Manager, and Procurement Specialist

- Ensure tagging/barcoding of equipment (KKS, Asset Management, etc.)
- Co-ordinate Project demand through Requisitions or Sub-Contracts and Associated supporting documentation.

QUALIFICATION AND EXPERIENCE

- Mechanical or Electrical Engineering Degree or National Diploma
- Knowledge of PMBOK principles
- Mechanical or Electrical engineering related experience in the energy or petro-chemical industries

COMPETENCIES

- Good communication skills (written & verbal)
- Computer Literate (Word, Excel)
- Computer Systems (IFS, Primavera, MS Projects, Project Management Collaboration Platforms)
- Be able to communicate clearly.
- Be technically competent.
- High degree of integrity and loyalty.
- Self-motivated with the ability to independently initiate activities.
- Able to accept personal accountability and driving accountability in others.
- A team player and able to generate team spirit and cooperation.
- Able to establish and maintain allocated stakeholder relationships.

Should you not hear from us within 21 days of the closing of the advert, kindly regard your application to have been unsuccessful.

LESEDI NUCLEAR SERVICES (PTY) LTD

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