

NOTICE OF HOVENSA JOB OPENING

The following **Exempt** position is open. Applications from qualified persons are being solicited through this notice. Interested persons should submit a HOVENSA application and résumé for employment to the Human Resources Department. **Position is open until filled.**

COORDINATOR, TURNAROUND MATERIALS MAINTENANCE

SUMMARY OF POSITION:

This position is responsible for, but not limited to, the requisitioning, tracking, inventorying, distribution, and the preservation of a historical database of all materials used in the planning and execution of all Block Turnarounds, Unit Turnarounds, Cyclic Outages, and Emergency Outages for HOVENSA.

QUALIFICATIONS:

- High School Diploma (or GED)
- 15 Years of Refinery Maintenance or Construction industrial experience, with a minimum of 7 years in material procurement.
- Complete understanding of materials of construction of fixed, rotating, electrical, and instrumentation equipment in the refinery industry.
- Knowledge of warehousing operations.
- Proficient in the use and understanding of refinery Engineering Standards.
- Proficient in reading and interpreting Process and Instrumentation Diagrams (P&ID's).
- Knowledgeable in developing, reading, interpreting, and progressing Primavera (P-3) schedules.
- Proficient in SAP PM and MM modules.
- Knowledgeable and efficient in Microsoft Word, Excel, Access, Outlook, and PowerPoint.
- Ability to lift up to 50 pounds, climb ladders, stairs, and enter fixed process equipment for extended periods.
- Day and Night shifts, which may include weekends and holidays, will be required with extended hours of work.
- Valid driver's license.

COMPENSATION:

This position offers a competitive salary with excellent benefits.

An Equal Opportunity Employer M/F/D/V