

Supply Chain Management Coordinator (S4) – Oslo

Introduction

Sumitomo Corporation Europe Ltd is a subsidiary of Sumitomo Corporation, a world leader in integrated trading and investment. We have access to a global network of more than 75,000 people across 66 countries. We take great pride in our technical know-how and operational ability, which is combined with a drive to keep customer service at the heart of what we do. To achieve this, we recruit high calibre individuals, we invest in their training, and give them accountability and responsibility as soon as they are ready. Find out more: www.sumitomocorp.com/en/jp/about.

Role

We are seeking to recruit a Supply Chain Management Coordinator on a permanent basis in our Oslo office. This role will be responsible for coordinating Supply Chain Management (SCM) related sales and purchase administrative tasks with our suppliers worldwide as well as our SCM yards in Norway.

Scope

As a member of the Oil Country Tubular Goods (OCTG) team located in Oslo – Norway, this role will be responsible for coordinating Supply Chain Management (SCM) related sales and purchase administrative tasks with our suppliers worldwide as well as our SCM yards in Norway.

- Utilise proprietary SCM systems such as iTIMS
- Coordinate consignment sales, cost of sales and logistics administrative tasks in iTIMS as well as SAP
- Goods order / purchase price templates (Shikiri) verification
- Fabrication in the system including quote to the customer
- Protector and other ad-hoc sales including quote to the customer
- Process all relevant invoices in iTIMS
- System accounting monthly close
- Responsible for annual stock count and its reconciliation
- Control payments and receipts status, process payment requests
- Provide relevant information/reports upon request
- Optimise and develop internal administration processes
- Any ad-hoc administration work as required by the OCTG Department (such as auditor inquiry, accounting inquiry, quality/internal controls, etc.)

Qualifications/Skills/Personal Qualities

Essential:

- A team player
- Ability to adapt and communicate effectively within a global, multicultural organisation
- Accurate with strong attention to detail
- Ability to work efficiently and systematically under pressure
- Punctual

- Experienced in MS Office with Advanced Excel (Pivot table, using Index formula)
- Ability to learn new IT programs quickly
- Development-oriented, able to challenge existing practises to improve efficiency
- Analytical and problem-solving skills
- Fluent in Norwegian and English, both written and oral.

Preferable:

- Bachelor's Degree in a relevant discipline such as SCM/logistics
- Knowledge of accounting processes
- Understanding of Incoterms, cargo insurance, and logistics arrangements
- Good skills in SAP, Visma, Salesforce and Power BI.

Experience

- Practical experience working in a supply chain management environment.

To Apply

Please complete the Candidate Application Form (found on the vacancies page www.sumitomocorp.com/en/europe/sceu/career/current-vacancies) and send the form along with your CV to recruitment.sceu@sumitomocorp.com.