

## - PERSONNEL LOGISTIC SPECIALIST -

Référence : 02920

For one of our client on a major industrial project, Wise Lab and Energia are looking for a **Personnel Logistic Specialist**.

### Responsibilities

- Be the single point of contact for organization of business activities for company personnel( Trips, Visas, Hotel booking, personnel transportation etc)
- Be the single point of contact for any personnel arriving, departing or transiting through Senegal (24/24h and 7/7 days basis)
- Issue and follow up with crewing department, Projects, Internal Departments, Offshore Resources and agent the requestsf or personnel movements
- Coordinates crew changes (On & Off) in close relationship with Projects and offshore construction vessels (o/b administrative officers/agents). Ensure all crew changes are smooth and done as per HSES policy
- Develop and maintain robust personnel tracking systems for all travelers
- Prepare and follow new arrivals (installation, training, administration etc.)
- Work with project to check KPI, volumes, costs consistency and report accurately
- Maximizes use of Information Systems to ensure delivery of accurate and timely information to customers

### Experience and Qualifications

- BA or equivalent upper education certificate in relevant field
- **Significant experience in a previous logistics role, 1 to 3 years at least, and ideally within Oil & Gas companies**
- Good administrative and time management skills
- Microsoft Pack office - Advanced
- Effective interpersonal and communication skills and accurate reporting, bath written and verbal,
- Able to work under pressure
- Knowledge of Health, Safety & Quality
- **English fluent in (oral and written)**. Moreover, must be comfortable with interlocutor speaking English over the phone, from anywhere in the world.
- Experience with Security/Tracking
- Knowledge of SAP Software
- **Available ASAP**

**Position to be filled ASAP**

Working location : Dakar

**One year contract, potential permanent contract at the end**

Please send your application files with 02920 in reference and your resume in pdf version to [recrutement@wiselab.tech](mailto:recrutement@wiselab.tech) .

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