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## Regional Chemical Coordinator

### 1. ORGANIZATION:

Department:	Service: Chemicals/Spares
Location:	North Haven HQ
Reporting to:	Chemical Supply Manager –

### 2. ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Responsibilities: Included but not limited to -

- Take a leading role in arranging supply operations in USA, South America, and Canada.
- Ensuring accurate and effective communications with vessel management
- Build up a portfolio of reliable logistics, storage, and service partners.
- Weekly accurate inventory reports for both Chemicals,
- Play an active part in weekly chemical section meetings.
- Periodic chemical equipment servicing, upgrades, or replacement
- Ensure all participating personnel are trained and maintain their online certifications.
- Communicate and work directly with logistics and storage vendors to ensure on time deliveries at anchor and shipyards.
- Weekly reporting of operational summaries
- Track costs and time utilization as well as spares delivery to be submitted monthly
- Possible assistance with other sections on development and operations.
- Work closely with suppliers and coworkers to implement and enforce any safety or operational procedural changes.
- Facilitate coordination of resources in USA.
- Other reasonable duties to meet the needs of the business.

### 3. REQUIRED QUALIFICATIONS AND SKILLS

Technical / Professional:	<ul style="list-style-type: none"> <li>• College degree and above in relevant engineering discipline</li> <li>• At least 5 years of related working experience</li> <li>• Should approach any job in a structured and well-organized manner and have good organizational capabilities.</li> <li>• Working experience in Marine industry is preferred.</li> <li>• Ability to interface with both technical and non-technical personnel.</li> <li>• Excellent communication skills in English spoken and written.</li> <li>• Submit reports, summaries, and documents in a timely manner</li> </ul>
Technological:	<ul style="list-style-type: none"> <li>• Competent in Microsoft Office</li> </ul>
General:	<ul style="list-style-type: none"> <li>• Ability to work well under pressure</li> <li>• Demonstrate ability to handle work professionally, independently, and efficiently.</li> <li>• Proactive, multi-tasked, quick hand and willing to learn</li> <li>• Proficient in both oral and written English</li> <li>• Continuous improvement mindset.</li> <li>• Analytical, planning, execution, and problem-solving skills.</li> <li>• Suitable data processing and excellent document control skills.</li> </ul>
People/Relations:	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Good team player with good attitude, integrity, interpersonal, organization and time management skills.</li> </ul>

**KPI Target 2021**—Primary scope of this role is to support the logistics, coordination and maintenance of chemical operations, associated tooling, spares deliveries and stock management. Performance will be reviewed annually with additional quarterly reviews on KPI progress with senior management.

- Submit a weekly inventory and operational summary report.
- Zero failed operations due to kit/tooling issues/poor maintenance.
- Zero failed operations due to technician coordination issues.
- Zero safety incidents or near miss reports – ensure all safety documentation is completed by attending engineers and submitted/filed promptly.
- All service engineers/technicians have up to date safety certifications and training credentials.
- Quarterly operational review – must outline total operations, forecast moving forward and operational needs.