



Get the Ball Rolling

*Do you have enthusiasm, drive, and determination to get the job done right?
Are you keen to make your mark on a dynamic and growing company?
Do you want to be valued for your skills, your experience, and your initiative?*

Raw Material Document Controller Houston, Texas

Packers Plus is the pioneer of open hole, multi-stage horizontal fracturing and we provide technology-based solutions to the oil and gas industry around the world. We are looking for a **Raw Material Document Controller** in our Houston, Texas office.

Primary Role

- Maintain the raw material database

Key Tasks and Responsibilities

- Review and approve Material Test Reports (MTR) for all material being shipped to machine shops
- Link Raw Material to Finished Goods through appropriate database
- Participate in inventory cycle counts
- Resolve issues that arise with MTR documents
- Handle all raw material discrepancies between specifications and Material Test Reports (MTR) with Engineering, relaying dispositions back to material suppliers (NCR's concession forms)
- Liaise between Purchasing and vendors to insure material deliveries are on time (Via Open Order Repots)
- Reconcile on hand inventory versus in NAV system (this is done during raw cycle counts)
- Assist with other purchasing/document control duties as they arise
- Receive Raw Materials into Navision

Educational, Physical and Safety Requirements

- High School Diploma or Equivalent
- Some college preferred

Competencies, Skills and Experience

- Knowledge of raw materials an asset
- Data-oriented with the ability to analyze data and draw conclusions
- Strong attention to detail and accuracy
- Sense of urgency and can follow directions, work independently, learn quickly and take initiative on projects
- Highly adaptable and responsive to changing business needs
- Able to work effectively within a team
- Excellent oral and written communication skills
- Proficient with Navision or other operating systems an asset
- Advanced skills in Microsoft Office products including Word, Excel and Outlook
- Experience in a manufacturing or shop environment an asset



About Packers Plus

Packers Plus Energy Services is the pioneer of open hole, multi-stage horizontal fracturing systems with locations in the United States, Canada and around the world. Staffed with some of the industry's best completions personnel, Packers Plus provides technology-based solutions to the oil and gas industry around the world.

We are unlike any other completions company. Ingenuity in product design, combined with customer intimacy, operational excellence, and knowledge of the needs of producers sets us apart from the pack. Look for the introduction of a number of exciting, new and innovative products which are designed to reduce well costs, improve production, and maximize profits.

Email your cover letter and resume referencing the above position to uscareers@packersplus.com.



www.packersplus.com