



## JOB DESCRIPTION

<b>Position Title:</b>	Material Coordinator	<b>Position Type:</b>	Exempt
<b>Department/Group:</b>	Supply Chain	<b>Location:</b>	Houston
<b>Reports To:</b>	Senior Director, Supply Chain	<b>Direct Reports:</b>	N/A

### Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Sustainability Report. For additional information, visit [www.kosmosenergy.com](http://www.kosmosenergy.com).

### Basic Function

- This role will Support the Drilling and Operations groups to facilitate the inventory management and material availability as required. Participate in long range inventory planning and delivery to projects on a timely basis. This role will coordinate these duties on a company-wide basis as needed.

### Essential Responsibilities and Job Duties

- Ensure compliance with SCM, HSE and Kosmos Policies and Procedures
- Support the Supply Chain organization to deliver best-in-class business unit support to meet project deliverables. Actively participate in materials requirements planning to provide materials as required.
- Maintain inventory responsibility for the Kosmos Inventory System with the receiving, warehousing, maintenance, and expediting of materials.
- Prepare and maintain documentation of movements to provide system integrity and correct accounting to projects.
- Coordinate with internal and external parties to ensure inventory is maintained to industry standards and assess equipment condition and recommended maintenance, repairs or disposition for appropriate fiscal management of assets.
- Provide onsite guidance to storage facilities for safe handling of materials, proper storage, and accounting of company assets.
- Conduct cycle counts of all storage facilities and lead the annual, official physical inventory process.
- Handle other projects, duties and responsibilities as assigned.

### Qualifications and Education Requirements

- Degree or college course work highly preferred and/or a minimum of ten (10) years relevant experience in Oil & Gas materials functions.
- Oil and Gas training / experience a distinct advantage
- Skilled with computer applications such as Microsoft PowerPoint, Word, Excel and Outlook.



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- Original, creative thinker with the ability to formulate and express a constructive viewpoint
- Able to work in a fast-paced environment

**Attributes**

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment.
- Proven ability to collaborate with team and generate solutions
- Must be an energetic self-starter with a passion for their work. An engaged, “hands on” team player.
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners, and governments from all parts of the world.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required
- Advanced problem solving, time management, and decision-making skills required
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff

**Travel Requirements**

Travel to field locations and some international travel as required.

**Physical Requirements and Working Conditions**

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	