Date: 2/2/2012
Position: Materials Administrator - International
Business Unit: International Operations
FLSA: Exempt
Location: Singapore
Reports To: Sr. Rig Manager - Resident

Job Summary:

Directs the procurement, supply, warehousing and documentation/control of capital equipment, spares and supplies to complete the commissioning of the rigs under construction in Singapore.

Essential Duties and Responsibilities:

- Ensures that the elements of the Hercules HSE Management System (policies expectations, procedures) are communicated, understood and implemented personally and by those supervised
- Develops detailed specifications and requisitions required capital equipment, spares, tools and supplies required to be furnished by owner for efficient operation of the rigs in their prospective areas of operation
- Coordinates delivery schedules, documents receipts, organizes temporary storage of above equipment
- Implements an inventory management system on the rigs for effective control of spare parts
- Assists with development and implementation of preventive maintenance routines for the rigs
- Assists with ensuring complete documentation is established onboard and on shore for all Builder Furnished and Owner furnished equipment
- Manages the day to day issues that arise while supporting the supply chain process
- Assists with the preparation of budgets, costing and scheduling
- Ensures that the requirements for environmental protection are satisfied
- Assures that the facility equipment is maintained in safe working order
- Evaluates and recommends prospective Rig Storekeepers and coordinates their training
- Performs additional duties as required to meet the objectives of the company related to the successful start up of new build rigs and as directed by the Operations Manager

Qualifications:

- Minimum seven years of supply chain experience, at least one year of experience being in a commensurate position commissioning new build drilling rigs
- Knowledge of supply chain processes and policies
- Proficient knowledge of MS office software
- Basic knowledge of Oracle based software systems

Supervisory Responsibilities:

- Indirectly supervises storekeepers and other shore based assistance
If supervisory responsibilities exist, describe those supervisory activities the job is responsible for by indicating level of supervision given for each activity listed below. Place an “X” in the category that best describes the level of supervision provided.

<table>
<thead>
<tr>
<th>Supervisory Activities</th>
<th>No Responsibility</th>
<th>Provides recommendations, but does not make final decision</th>
<th>Makes final decision</th>
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</thead>
<tbody>
<tr>
<td>Evaluating employee performance</td>
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<tr>
<td>Promotions</td>
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<tr>
<td>Salary increases</td>
<td>X</td>
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<tr>
<td>Hiring new employees</td>
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<td>Discharging employees</td>
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<td>Disciplinary actions</td>
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<tr>
<td>Scheduling work hours of other employees</td>
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<tr>
<td>Coaching and counseling</td>
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<td>Training</td>
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<td>Assigning work activities</td>
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<td>Handling employee grievances/complaints</td>
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<td>X</td>
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</tbody>
</table>

Direct and Indirect Reports:

- Directly supervises 1 to 2 employees and indirectly supervises 4 employees
Date: 2/2/2012  
Position: Materials Administrator, International

**Safety-Sensitive Position?**         Yes _x_         No

**Physical Requirements:**

- Bending/Stooping/Kneeling
- Climbing
- Full Motor Capability
- Hearing
- High Eye-Hand Coordination
- Keyboarding
- Lifting – Heavy (<50 Lbs.)
- Reaching/Pulling/Pushing
- Sight Acuity Far
- Sight Acuity Near
- Sight Depth & Color Acuity
- Sitting at Video Display Terminal
- Standing and/or Walking
- Talking (Loud and/or Clear)

**Frequency**

- Frequent
- Occasional
- Constant
- Rare

Note that these physical requirements will not preclude disabled applicants who may be reasonably accommodated under the Americans With Disabilities ACT (“ADA”)

**Environmental/Work Conditions:**

- Business Travel
- Dirty/Dusty Environment
- Extreme Temperatures
- Fumes/Mists/Odors/Gases/Poor Ventilation
- Overtime Work
- Noisy Work Areas
- Rotating Shift Work
- Scheduled Weekend Work
- Work From Elevated Position

- Occasional
- Rare
- Occasional
- Not Required
- Frequent
- Occasional
- Not Required
- Frequent
- Rare

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.