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Company: NOV Inc

Location: Houston

Category: other-general

About NOV and Rig Technologies

NOV is a leading provider of technology, equipment, and services to the global oil and gas industry that supports customers' full-field drilling, completion, and production needs. Since 1862, NOV has pioneered innovations that improve the cost-effectiveness, efficiency, safety, and environmental impact of oil and gas operations. We're continually pushing our own standards higher to deliver the safest, most efficient, and most reliable drilling solutions in the world. Join us as we continue to power the industry that powers the world.

NOV Rig Technologies makes and supports the world's most advanced drilling solutions. To learn more about Rig Technologies products and services, please visit us at

PRIMARY RESPONSIBILITIES

Develop and communicate the daily production plan.

Create and release work orders per system demand, manage the system recommended messages, as well as maintain work order dates that meet the metrics for the organization.

Keep track of parts as they flow through the plant, and provide updates to Sales or other groups as needed, regarding status and projected delivery dates.

Release requisitions as necessary for quotations and procurement to support required delivery of component parts or services.

Administer procurement functions such as maintaining more than one source of supply, verifying that planned purchase orders link to demand, and recommending changes or

adjustments in quantities to take advantage of price breaks and trends.

Ensure supply of raw material and outsourcing operations flows smoothly and on time.

Communicate needs to other departments to ensure that actions are being taken with urgency to produce and deliver your parts on time.

Communicate with Sales team to proactively notify of any delays and work together to reschedule as needed to ensure customer satisfaction.

Work with engineering to schedule any testing required, minimizing the impact on production plan.

Maintain knowledge of plant operations and equipment in order to plan properly.

Review non-conformances and engineering changes, to rework any work orders as required.

Maintain effective and proper relations with suppliers or their representatives.

Regularly update work order due dates based on fluctuations in in-house capacity and the delivery schedules from vendors.

Participate in initiatives that will reduce the length of the supply chain, improve fill rates, and optimize inventory.

Comply with all NOV Company and HSE policies and procedures.

EDUCATION & EXPERIENCE QUALIFICATIONS

High School Diploma or Equivalent.

3-5 years' experience, or equivalent knowledge/education preferable in: Manufacturing environment Planning Project Management

TECHNICAL COMPETENCIES

Microsoft Outlook

ERP System experience, basic to advanced knowledge level preferable

Interpret Blueprints/schematics

Oil and Gas Technical knowledge

5S (Organization/Standardization) experience or knowledge desirable

COMPETITIVE BENEFITS (visit for more information about our benefits offerings)

401(k) Retirement Plan – NOV matches every dollar up to 5% of base pay and overtime for every dollar you invest.

Competitive medical plans that cover your entire family (yourself, eligible spouse, and eligible children) as of your first date of hire for as little as \$125 per pay period (

Employees and their spouse enrolled in a medical plan can receive up to \$350 (pre-tax) each per year for participating in Choose Well-being Rewards.

FREE preventative medical and dental care for the entire family (when enrolled in an NOV medical/dental plan and seeing an in-network physician).

FREE Basic Life and AD&D insurance (for full-time employees).

All regular full-time employees start with 3 weeks of paid vacation per year (prorated based on start date).

All regular full-time employees receive up to 11 paid holidays per year.

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