



Offshore

Worldwide  
**leaders** in  
offshore  
logistical  
solutions.



**Finding, connecting,  
building success.**

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.

## Job Title **Operations Assistant**

Location	Houston, Texas, USA
Responsible to	Slade Griffin, VP of Operations
Responsible for	Providing daily operational support in the Houston area.
Key responsibilities and accountabilities:	<ul style="list-style-type: none"> <li>• Travel to local consignment yards and collect slings that need to be recertified or replaced</li> <li>• Drop slings off at designated vendor sites and retrieve once the client is finished using them</li> <li>• Verify the sling tags and certifications match before leaving the vendor’s office</li> <li>• Achieve NDT certification to carry out magnetic particle inspections (MPI) on designated equipment</li> <li>• Carry out required maintenance on all units, including but not limited to:               <ul style="list-style-type: none"> <li>○ Check straps and replacing if, needed</li> <li>○ Install new GPS units and logging the correct GPS number</li> <li>○ Replace old OEG stickers while performing outer maintenance</li> <li>○ Double-check all ratchets to ensure they are working properly and replacing, if necessary</li> <li>○ Use a wire-wheel to grind off any rust, then apply a galvanize spray to prevent future rust</li> </ul> </li> <li>• Assist OEG’s local logistics partner on all OEG-related activities, most often unloading equipment</li> </ul>
Health and Safety Responsibilities	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Offshore Group HSE policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and understand OEG’s targets and objectives.
Environmental Responsibilities	<ul style="list-style-type: none"> <li>• Comply with our recycling standards using the correct disposal of items as per signs and bins provided.</li> <li>• Reduce energy consumption by turning electrical equipment off when not in use.</li> </ul>

- Report any spills immediately to the Group QHSE Team/Line Manager to allow spill team to clean up using correct items.
- Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.

**Skills and Experience:**

- Ability to multi-task and work independently
- Some oilfield experience preferred, but not required

## Why should you work with us?

At OEG Offshore, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

## Join a successful growing worldwide business.

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

## How to apply

To apply for this open vacancy, then please email us your cover letter and c.v. to [hr.usa@oegoffshore.com](mailto:hr.usa@oegoffshore.com)

To view more of our vacancies, please visit our website:  
[oegoffshore.com/careers](http://oegoffshore.com/careers)

