



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 Co-ordinator**

Location	Bridge of Don, Aberdeen UK
Contract	Full-time, Permanent
Responsible to	Proposals and Logistics Manager
Core Purpose	To work as part of a fast-paced team, ensuring customer data is updated to the Rental database in a timely and accurate manner.
Key responsibilities and accountabilities:	<p>Principal duties shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Responsible for entering customer movements into the Rental database (CSAM) on a daily basis. • Ensure all customer data is entered onto the Rental database in a timely and accurate manner, and month end deadlines are met, to allow invoicing to be completed. • Compile and submit daily report to customer(s) in line with contract requirements. • Reconcile monthly tracker reports for customers in line with Contract requirements. • Work closely with Operations department and customers to ensure all asset movements/queries are accurate and captured correctly in our operational system (C-SAM). • Liaise with Sales invoicing and customers to ensure billing information is accurate. • Update pricing information for key accounts on Rental database. • Provide support to UK Sales and Rental team as required. • Assist other areas of the Operations Department as and when required.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG’s QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.

- a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.

Skills and Experience: Key skills and attributes required to add value to the business include:

- Good working knowledge of administration systems.
- Good IT skills including Excel essential.
- Ability to work within a fast-paced environment.
- Must have attention to detail and focus on accuracy.
- Excellent written and oral communication skills.
- Well organised and able to ensure that deadlines are met.
- Ability to work autonomously and as part of a team.
- Demonstrate a proactive approach to the role and use initiative.

Qualifications: Essential / Desirable qualifications required include:

- English – Pass at Standard Grade or equivalent.
- Maths – Pass at Standard Grade or equivalent.

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@oegoffshore.com

To view more of our vacancies, please visit our website:

oegoffshore.com/careers

