



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 **Regional Operations Administrator**

Location	Point Lisas, Trinidad, West Indies
Contract	Full-time
Core Purpose	To ensure that all operations and certification administrative duties are undertaken are completed accurately and on time whilst adhering to OEG health, safety and quality processes, procedures, and policies.
Key responsibilities and accountabilities:	<ul style="list-style-type: none"> <li>• Check unit certification and determine inspections required.</li> <li>• Liaise with Inspection Company and provide relevant documentation to complete required inspections.</li> <li>• Follow up with inspectors to ensure that all inspections are completed, and all documentation submitted, in a timely manner.</li> <li>• Validating inspection certificates</li> <li>• Updating and maintaining unit folders on OEG server and OEG Operational System (CSAM)</li> <li>• Assigning GPS tags to units and updating and maintaining GPS systems</li> <li>• Sending certificates to customers in a timely manner, including updating client SharePoint folders/software where applicable.</li> <li>• Produce and dispatch Consignment GPS Reports</li> <li>• Updating and maintaining the Inspection Certificate Register</li> <li>• Updating and maintaining the Inspection Status Reports</li> <li>• Updating and maintaining the Inventory Tracking Report</li> <li>• Monthly inspection reports</li> <li>• Design and produce other operation reports as necessary.</li> <li>• Ensure that you undertake your duties in line with agreed processes and procedures and in line with company standards.</li> <li>• Flag any breaches in established processes and escalate accordingly.</li> <li>• Ensure that your work is completed to a high standard within agreed timescales in order that OEG deadlines are met.</li> <li>• Make the supervisor or manager aware of any materials and/or information which is missing and required to ensure the work can be carried out to the agreed timescales.</li> <li>• Act as a team player and assist your colleagues as and when it is needed.</li> <li>• Adhere to health, safety and quality procedures and processes, at all times.</li> <li>• Convey a professional image of the company, at all times.</li> <li>• Develop self in accordance with changing responsibilities of the role.</li> <li>• Maintain a positive Attitude towards work and High Levels of Performance as communicated by the Company.</li> </ul>

- Assist other areas of the Operations Department as and when required.

**QHSE Responsibilities** 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.

Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.

Promoting:

- 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.
- Excellent written and oral communication skills.
- Ability to work within a fast-paced environment.
- Must have attention to detail and focus on accuracy.
- Well organised and able to ensure that deadlines are met.
- Ability to work autonomously and as part of a team.
- Able to recognize and deal with potential issues before problems arise.
- Must be computer literate. Able to work efficiently with Microsoft Office Suite, particularly Word and Excel.
- Demonstrate a proactive approach to the role and use initiative.

**Qualifications:**

- Minimum Diploma in Operations, Business Management, Logistics, or related field of study.

## 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 competitive salaries 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.trinidad@oegoffshore.com](mailto:hr.trinidad@oegoffshore.com)

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

