



Join a
successful
growing
worldwide
business.

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 Talent Acquisition and Project Coordinator
– HV Services**

Location	Hybrid Remote Role – Offices: Suffolk, Edinburgh
Contract	Full-time, Part-time
Responsible to	Head of Business Services
Core Purpose	<p>As a Talent Acquisition and Project Coordinator, you will join a dynamic and growing team that places a strong emphasis on supporting and developing the people who make our projects successful. Your role will be pivotal in ensuring we attract, engage, and retain top talent while also coordinating project logistics and providing ongoing support to team members. You will take pride in nurturing relationships, understanding the unique strengths of each individual, and fostering an inclusive, collaborative environment. You'll play an essential role in sourcing the best candidates, assisting with recruitment strategies, and ensuring smooth project execution, all while keeping the wellbeing and growth of our people at the heart of everything you do. This role provides an exciting opportunity to contribute to both the professional development of individuals and the overall success of key projects.</p>
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Support and contribute to the team's culture of excellence.• Proactively source, engage, and recruit top-tier candidates to build a diverse and high-performing team, ensuring alignment with company values and project needs.• Support the logistics of project execution, ensuring smooth coordination between teams, maintaining timelines, and delivering on key milestones.• Serve as the primary point of contact between project stakeholders and the recruitment team, ensuring clear, transparent, and effective communication across all parties involved.• Contribute to refining recruitment strategies and project processes, actively identifying opportunities for efficiency and improvement while maintaining a people-first approach.

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.
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Skills and Experience:	<p>The ideal candidate will have a background in talent acquisition, project coordination, and a passion for supporting people, with a proven ability to manage multiple priorities.</p> <p>Additionally, they will have experience recruiting for wind farm projects within the HV service discipline, ensuring a deep understanding of industry-specific needs.</p> <p>General:</p> <ul style="list-style-type: none">• Strong approach to safe working practices• Excellent communication skills• Use of Office 365• Confident and Experienced in Remote working and Travel• Fluent in both spoken and written English <p>Role Specific</p> <ul style="list-style-type: none">• Talent Acquisition: Expertise in recruiting for diverse roles and technical positions.• Project Coordination: Skilled in managing timelines, resources, and cross-functional teams.• Wind Farm Experience: Prior recruitment experience within Wind farm / Energy Sector HV service projects.• Stakeholder Communication: Clear communication with internal teams and external candidates.• Employee Engagement: Ability to foster positive relationships and support team development.• Time Management: Proficient in handling multiple priorities and meeting deadlines.• HR Software: Experience with Applicant Tracking Systems and project management tools.• Adaptability: Able to thrive in dynamic, fast-paced work environments.
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- Collaboration: Skilled at working with diverse teams and facilitating cooperation.

If you've reviewed the above and recognise transferable skills that don't perfectly match each requirement, we still encourage you to apply. If you believe you can bring value to our team, we'd love to hear from you.

Qualifications:

- Critical is previous portfolio delivery for the Wind Energy Sector
- Recruitment or HR Certification (e.g., CIPD, SHRM-CP)
- A certification in Human Resources or Talent Acquisition would validate expertise in recruiting and employee engagement.



Why should you work with us?

At OEG Energy Group, 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 joinus@onrg.co.uk

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

oegoffshore.com/careers

oegrenewables.com/careers