

Energy without limits .



Join a successful growing worldwide business.

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 Marine Project Coordinator

Location	OEG Hunmanby Office
Contract	Full-time (35 hours a week)
Responsible to	Marine Manager
Responsible for	Assisting marine operations department

Core Purpose

Project Management

- Liaison with Project team as required.
- Assist with the project documentation writing prior to project commencement as required.
- Writing and maintaining project briefs for projects undertaken.
- Proof/verification of weekly reports.
- Proof/verification of monthly reports.
- Assist with other projects as required/when other team members are absent/holiday.
- Assist with the management/upkeep of Atlas.
- Assist with the management of personal certification/personnel files.

Personnel Management

- Catchup calls (Weekly).
- Sourcing manpower for service continuity (if required).
- Sourcing of IT/systems as per project requirements.
- Requesting PPE/clothing prior to project commencement.
- CV updating.
- Keeping the MC Rota up to date as assigned.
- Updating the weekly MC report and attending the MC weekly meeting.
- Assisting accounts with invoicing checking (end of month), as directed.
- Travel booking in advance (liaison with the Travel team)
- Accommodation management.
- Visas/Permits for personnel as required/necessary.

Vessel Inspections

- Close Liaison with the Vessel inspection Coordinator to assist as required and cover during leave.
- Manage the daily running of the vessel inspection coordination.
- Arrange vessel inspections
- Send quotations to clients
- Raise Pos for Inspectors
- Engaging with current and potential clients

	<ul style="list-style-type: none"> • Proof read all inspections and upload onto the correct platforms • Recruit new inspectors as and when needed • Any additional administration jobs required
<p>Key responsibilities and accountabilities:</p>	<ul style="list-style-type: none"> • Assist other departments as required. • Undertake other office-based admin tasks as instructed • Computer literacy skills – Intermediate Excel, Word Knowledge of Standard Forms of Contracts • Industry and/or offshore experience. (desirable) • Previously worked in an administrative role for at least 2 years. • Able to demonstrate competency with IT skills.
<p>QHSE Responsibilities</p>	<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.
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> • Good planner and able to assess own performance. • Be able to think clearly and analytically. • Excellent interpersonal and communication skills Self-motivated • Results-orientated Positive outlook • Be able to gather unbiased information Reliable. • Well-presented and business-like. • Able to deal with difficult clients or customers. • Clear focus on customer satisfaction • Industry and/or Marine experience. (desirable)
<p>Qualifications:</p>	<ul style="list-style-type: none"> • GCSE Maths and English or equivalent Grade C / Level 2 and above. • A full UK drivers' license



Why should you work with us?

At OEG, 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 recruitment@oeg.group
