

Employee Name			
Job Title	Operations Coordinator		
Line Manager	Operations Team Lead – Fire & Safety		
Supervising	-		
Document Number	JD314	Revision Date	01/02/2022
Based	Aberdeen Office		

Job Purpose Summary

The Operations Coordinator provides comprehensive support to facilitate the efficient operation of the Fire and Safety Team, ensuring a quality service delivery to the customer.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Working with the Operations Team Lead to implement business improvements and efficiencies.
- Support the team with planning of all scopes (vessels, offshore, windfarms)
- Collation of weekly and input of timesheets.
- Preparation of sales quotations.
- Provide project related support including document control, certification packs and costing.
- Liaise with clients regarding scope of works (telephone, email and customer facing) and ensure a high level of customer care and a quality service.
- Liaising with vendors and raising Purchase Orders.
- Assist in the organisation and coordinate all visa applications.
- Construction of job packs, RAMS, service reports, manuals, certification packs and other associated paperwork.
- Responsible for personnel logistics - organising accommodation, flights and supplying the necessary documentation required for mobilisation and ensure the planners are updated with all movements.
- Provide out of hours logistics support.
- Invoicing and job close out.
- Monitoring expiry dates and providing support with booking offshore training, vaccinations and medicals as required. Recording certification in relevant databases.
- Provide administrative assistance and support throughout the business as required.
- Assisting with HSEQ audits.
- Maintain an up to date and organised filing system for all live and archived documentation, both electronic and hard copy, to ensure company procedures are being followed.

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times.
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system.
- On request, actively participate in HSEQ audits and inspections.
- Complete mandatory HSEQ training as identified on the Nucore Group training matrix.
- Continually practice good housekeeping standards.
- Ensure all waste handled is disposed of in a suitable manner.
- Where required, adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls.

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
<u>Experience:</u>			
Personnel logistics experience		✓	CV/Int
Experience working in similar role in oil, gas/marine industry		✓	CV/Int
Experience working logistics/planning role in oil, gas/marine industry	✓		CV/Int
<u>Skills and Knowledge:</u>			
Excellent communication skills both verbally and written	✓		CV/Int
Ability to prioritise workload, with excellent accuracy and attention to detail.	✓		CV/Int
Ability to work under pressure in a fast-paced environment	✓		CV/Int
Self-motivated with the ability to use own initiative	✓		CV/Int
Computer literate in all Microsoft Office software	✓		CV/Int
Experience of working with Sage or similar packages	✓		CV/Int

KEY:

CV = Application Form/CV
JB = Job Records
Int = Interview

Med = Medical Questionnaire
DC = Documentary Evidence (E.g., Certificates)
PR = Performance Review

The Person

Signed by Employee		Signed by Line Manager	
Date		Date	