

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 Administration Assistant

Location	Liverpool
Contract	Full-time, permanent
Responsible to	Training Centre Manager
Core Purpose	<ul style="list-style-type: none">• To carry out administrative duties within a Training Centre office environment.• To support the administrative needs of the business.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Manage training course bookings through various channels, including phone, email, in-person, and website orders.• Process payments for bookings via phone and generate invoices using the CRM system.• Respond to customer inquiries about training courses and related information through phone, email, and in-person communication.• Uploading delegate information to the CRM system.• Prepare and process course paperwork.• Upload training records to external certification portals.• Monitoring customer feedback.• Process and distribute delegate certificates.• Archive and manage course paperwork and training records.• Assist with scheduling, organising, and creating training courses within the booking system.• Manage the training website by updating course availability, adding new courses, and removing fully booked sessions.• Coordinate and schedule instructors and contractors for training courses.• Signing in delegates for training courses, welcoming them to the training centre and directing them to classrooms.• Support end-of-day office closing procedures as part of a team rota.• Assisting with ordering and taking delivery of training equipment.• Ad-hoc administrative duties as part of the wider team.

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:	<ul style="list-style-type: none"> • Strong organisational skills. • Experience of working in an office environment and performing administrative tasks. • Excellent Microsoft Office skills. • Good communication skills. • Ability to work as part of a team.
Qualifications:	<ul style="list-style-type: none"> • No formal qualifications required, training and upskilling will be provided by the company.



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. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

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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, please submit your application via [LinkedIn](#).