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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 Statutory Inspection Project Administrator

Location	Hunmanby
Contract	Full-time, permanent
Responsible to	Statutory Inspection Manager
Core Purpose	<ul style="list-style-type: none">• Responsible for the general administrative support of the statutory inspection department.• Assisting the department manager in planning, mobilising, execution, and demobilising of statutory inspection work scopes.• Maintaining technician's competence in line with industry, client, project, and company requirements.• Aiding in the design and implementation of quality control systems around project reporting working with MY compliance and Motion Kinetic Software.• The role requires the administrator to assist in the implementation of department and project Quality/HSE policy's whereby weekly/monthly reports will be produced using tools such as MS office.• Aiding in the production of departmental procedures and documentation in line with company document control system.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Provide administrative support for organizing, transferring, processing, and storing data.• Daily analysis and checking of submitted work packs via emails.• Daily analysis and checking of submitted PDF checklists and uploading to online portals.• Daily updating project tracking systems (excel and motion kinetic) and monitoring project progress.• Responsible for checking personnel certification, uploading to online system where necessary.• Creating project specific documents in word and Adobe Forms.• Managing the process of seaman book applications.• Resetting used and setting up new laptops.• Updating CVs.• Answering and transferring calls when required.• Booking travel when required.• Office stationery stock take and ordering.• Keeping up to date with any new or amended processes, procedures and regulatory changes that impact the role and learn information about new products, always following instructions from the Company.

	<ul style="list-style-type: none"> • Ensure all internal communications are read, understood, adhered to, and acknowledged. Clarity must be sought where needed to aid understanding, and all instructions contained therein must be always followed. • Attend meetings as directed by your manager including one to ones, performance reviews and training/coaching etc. • Responsible for security of client and company data as provided and used in the role. • Responsible for security of company property as provided and used in the role. • Support department initiatives to help achieve departmental annual targets and objectives.
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"> • High attention to detail and ability to manage large volumes of data. • Strong communication skills and ability to liaise with cross-functional teams. • Ability to manage priorities and deliver against tight deadlines. • Strong IT skills. • Confident in using companies' online systems (training will be provided). • Willing and able to learn new skills on the job.
Qualifications:	<ul style="list-style-type: none"> • Full UK Drivers License. • Minimum: GCSEs (or equivalent) in English and Mathematics.



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.

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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, then please email us your cover letter and c.v. to recruitment@oeg.group
