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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 Sales and Rental Coordinator

Location	Dyce, Aberdeen
Contract	Full-time, permanent
Responsible to	Operations Director – International
Core Purpose	<ul style="list-style-type: none">• Co-ordinate and administer the movement/hires of CCUs across the ACE Region (Africa, Caspian & Central Europe).• Ensure accurate and timely entry of data into designated systems and provide relevant summaries to the Finance team.• To liaise with partners and OEG companies if there are discrepancies with data received and make appropriate corrections.• Ensure asset details are correctly reflected in the OEG system (Inspire, C- Sam or similar platforms) and raise customer invoices accordingly.
Key responsibilities and accountabilities:	<p>Principal duties shall include, but not be limited to, the following:</p> <ul style="list-style-type: none">• Collecting CCU movement information from partners and regional companies (excluding Central Europe).• In some cases, entering movement details into systems to generate invoices.• Update information in rental and certification databases.• Preparation and submission of sales invoices.• Preparing and issuing invoices based on data output from systems or provided directly by country organisations.• Update systems of asset disposals and asset scrapings movements from region to region.• This list of duties is not exhaustive and may change at any time when responsibilities and company requirements alter.

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"> • Minimum of 2 years' experience in a similar role. • Previous experience in a Logistics related role would be advantageous. • A flexible work attitude. • A thorough understanding of the sale and hire/lease processes. • Ability to work independently and collaboratively. • Excellent communication skills. • Attention to detail and accuracy of work. • Time management skills and ability to constantly re-evaluate priorities. • Ability to identify and resolve problems satisfactorily. • Experience and knowledge of the offshore container industries. • Good working knowledge of administration systems.
Qualifications:	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • English – Pass at Standard Grade or equivalent. • Maths – Pass at Standard Grade or equivalent.



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