

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 **Administrative Assistant**

Location	Portsmouth, United Kingdom
Contract	Full-time, permanent
Responsible to	Workforce Planning Manager
Core Purpose	<ul style="list-style-type: none"><li>To support the sourcing, interviewing and onboarding of offshore personnel while working closely with the Personnel Team, Project Managers, and the Senior Recruitment/Personnel Lead.</li><li>To enable effective workforce planning by maintaining accurate personnel records and ensuring the selection and engagement of suitable subcontractor candidates.</li></ul>
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>Act as the first point of contact for all contractor vacancy opportunities, administering and responding to recruitment queries.</li><li>Manage the onboarding of new contractors, verifying that all certifications are current and complete.</li><li>Administer and maintain contractor databases.</li><li>Support tenders, contracts, and variation orders for active contractors.</li><li>Administer IR35 determinations for all applicable contractors.</li><li>Undertake any other duties reasonably within the scope and capability of the role.</li></ul>
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"><li>a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li><li>environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li><li>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.</li></ul>

Skills and Experience:

- Ability to communicate clearly and professionally in both written and verbal formats.
- Confident in making direct phone calls to internal and external stakeholders.
- Strong interpersonal skills, with the ability to build effective relationships across all levels of seniority.
- Strong organisational skills with the ability to effectively prioritise workloads.
- High level of attention to detail and a strong focus on accuracy in all tasks.
- Strong problem-solving skills, with the ability to identify issues, analyse information, and implement effective solutions.

Qualifications:

- Minimum of one year's experience in an administrative or coordination role.
- Proficient in IT, with strong skills in Microsoft Word, Excel, and PowerPoint.



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