

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	Customer Service Representative
Location	Broussard, Louisiana, USA
Contract	Full-time, permanent
Responsible to	Executive VP, North America
Core purpose	<ul style="list-style-type: none">• To provide end-to-end administrative and operational support to the Rental and Inventory department, ensuring that equipment rentals are accurately tracked, documented, and processed from initial enquiry through to return.• Responsible for tracking equipment rentals, communicating effectively with customers, generating accurate invoices, and ensuring compliance with all equipment certification requirements.• This role requires exceptional organisational skills, strong attention to detail, and the ability to manage multiple priorities in a fast-paced environment.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Track equipment rentals and maintain accurate, up-to-date records within the rental management system.• Prepare delivery tickets and coordinate logistics for the delivery and collection of rental equipment.• Communicate with customers via email and phone to respond to enquiries, provide timely assistance, and ensure a positive rental experience.• Generate accurate invoices and process payments efficiently.• Maintain and update equipment certifications in the database, ensuring all rentals comply with regulatory standards and company requirements.• Review and reconcile inventories regularly to ensure accurate records, monitor equipment availability, and support efficient operations.

QHSE responsibilities

To have an understanding of the areas of OEG QHSE Management Systems and Aims and Objectives relevant to the role.

Comply with the requirements of OEG Policies and the responsibilities within the wider QHSE Management Systems.

Promoting:

- A proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes and 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:

- Minimum of 2 years' experience in any of the following areas is preferred, but not required: Customer Service, Equipment Rentals, Oil and Gas, or Administration.
- Proficient in Microsoft Office Suite, including Excel, Word, Outlook and other related applications.



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](#).