

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      Operations Coordinator

Location	Siparia, Trinidad, WI
Contract	Full-time, permanent
Core Purpose	To ensure that all facets of OEG's Operations are undertaken as per established procedures and are completed on time and adheres to OEG health, safety and quality processes, procedures and policies.
Key responsibilities and accountabilities:	<ul style="list-style-type: none"><li>• Assist the Operations Manager with the coordination of all Operational activities.</li><li>• Oversee and support with the administration of deliveries and other logistical requirements.</li><li>• Interface with customer logistics departments to coordinate deliveries and manage returns.</li><li>• Act as a liaison between administrative and yard teams to coordinate asset movements.</li><li>• Report all asset movements in a timely manner.</li><li>• Plan and assign tasks to Yard Operatives, ensuring work is completed on time and in line with safety and quality procedures.</li><li>• Oversee the preparation of CCUs for dispatch.</li><li>• Complete dispatch and return checklists.</li><li>• Liaise with Operations Administration Department for all dispatches and returns.</li><li>• Coordinate CCU inspections.</li><li>• Operate the forklift as needed.</li><li>• Identify and flag any breaches in established processes, escalating issues as required.</li><li>• Ensure all duties are performed in accordance with agreed processes, procedures, and company standards.</li><li>• Ensure work is completed to a high standard within agreed timescales to meet OEG deadlines.</li><li>• Assist with operation reporting.</li><li>• Notify the supervisor or manager of any missing materials or information required to complete work on schedule.</li><li>• Assist with the administration of QHSE management systems.</li><li>• Support the implementation and ongoing maintenance of the company's integrated management systems, including quality, health and safety, environmental and procedural components.</li><li>• Actively contribute to the safety and well-being of all staff.</li><li>• Coordinate QHSE meetings.</li><li>• Assist in conducting QHSE investigations.</li><li>• Liaise with the QHSE Department to coordinate and manage QHSE training.</li></ul>

	<ul style="list-style-type: none"> <li>• Liaise with QHSE to manage the acquisition and distribution of PPE to staff.</li> <li>• Assist in managing environmental waste disposal and recycling activities.</li> <li>• Assist in preparing for management reviews.</li> <li>• Demonstrate strong teamwork by providing assistance to colleagues whenever required.</li> <li>• Adhere to health, safety and quality procedures and processes.</li> <li>• Always maintain and convey a professional image of the company.</li> <li>• Continuously develop skills in line with the evolving responsibilities of the position.</li> <li>• Maintain a positive attitude toward work and uphold high performance standards as set by the company.</li> <li>• Perform general administration tasks and filing duties.</li> <li>• Carry out any other reasonable duties or tasks as assigned by the Line Manager or their appointed representative.</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 focused 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:	<ul style="list-style-type: none"> <li>• Minimum 2 years' operations experience in the oil and gas or container industry is preferred but not essential.</li> <li>• Strong communication skills with the ability to identify and address potential issues proactively.</li> <li>• Demonstrate punctuality, maintain an excellent attendance record, and follow instructions accurately as given.</li> <li>• Possesses strong attention to detail.</li> <li>• Proficient in computer use and fluent in Microsoft Office Suite.</li> <li>• Preference will be given to qualified local Trinidadian Nationals.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Degree in Operations Management or equivalent experience is required.</li> </ul>



## 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 competitive salaries 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](#).