

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 **Project Coordinator – Balance of Plant**

Location	Hunmanby/Chester/Lowestoft/Portsmouth, United Kingdom
Contract	Full-time, permanent
Responsible to	BOP Project Manager
Core Purpose	<ul style="list-style-type: none">• Provide structured administrative and operational support within the PMO, working closely with the Project Planner and Project Manager to ensure projects are organised, compliant, and delivered efficiently.• Critical in maintaining accurate documentation, coordinating logistics, supporting resource planning, and ensuring seamless communication across internal and external stakeholders.• Operates within the PMO governance framework and supports standardised ways of working across all projects.
Key responsibilities and accountabilities:	<p>Project Planning and Scheduling:</p> <ul style="list-style-type: none">• Assist the Project Planner in developing and maintaining project plans, timelines, and mobilisation schedules.• Support resource scheduling and track key project milestones.• Maintain accurate planning data within Re-flow and other PMO systems.• Conduct weekly certification checks to ensure all technician competencies and certificates remain valid.• Flag certificates due for renewal that could impact mobilisation or compliance.• Ensure certification records are correctly uploaded and maintained within Re-flow. <p>Communication and Coordination:</p> <ul style="list-style-type: none">• Coordinate travel and accommodation arrangements for technician mobilisation.• Assist in issuing contractor agreements and onboarding documentation.• Support internal and external communications by maintaining clear and accurate records.• Facilitate communication between PMs, Planners, Technical Leads, EHS, and Field teams.• Ensure project communication records are maintained in accordance with PMO document control standards. <p>Resource Management:</p> <ul style="list-style-type: none">• Assist with procurement of tools, equipment, materials, and consumables in line with project requirements.

- Support tracking of equipment allocation and availability.
- Assist in booking training courses and maintaining training records.
- Monitor resource readiness to ensure personnel and equipment are correctly allocated prior to mobilisation.
- Support mobilisation readiness checks in collaboration with the Project Planner.

Support to Project Managers:

- Provide day-to-day administrative and coordination support to the Project Manager.
- Assist with task delegation tracking and internal follow-ups.
- Maintain organised and up-to-date project documentation in line with PMO standards.
- Ensure all project files follow correct naming conventions and document control procedures.
- Support audit readiness by ensuring documentation is complete and accessible.

Governance and Compliance:

- Work within the PMO framework and Integrated Management System (IMS).
- Ensure documentation aligns with established naming, numbering, and filing conventions.
- Support safe mobilisation by ensuring compliance documentation is in place.
- Promote consistency in project administration across all projects.

QHSE Responsibilities

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.

Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.

Promoting:

- 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:

- Strong organisational and coordination skills.
- High attention to detail and document accuracy.
- Ability to prioritise tasks in a fast-paced project environment.

- Effective communication skills across multiple stakeholders.
- Proficient in project management and resource planning systems (e.g., Re-flow, Microsoft Office).



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](#).