

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

Location	Portsmouth/Portland
Contract	Full-time, permanent
Responsible to	Senior Project Manager
Core Purpose	<ul style="list-style-type: none">• The role of a Project Coordinator involves organising personnel, equipment, and resources across multiple offshore energy projects.• Based in the Portsmouth/Portland office, the Project Coordinator will support the Project Managers in ensuring smooth project execution, timely delivery, and operational excellence.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Assist with the planning, management and delivery of assigned project(s).• Coordinate all project documentation and records, including risk assessments, method statements, emergency response plans and reports etc.• Monitor the financial performance of assigned project(s), including capturing of financial data, creating forecasts and controlling/managing invoicing.• Support with the control of equipment and assets allocated to the project(s).• Assist with the recruitment and allocation of both employees and external sub-contractors to the project.• Act as a point of contact for client communication and coordination.
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:

- Good communication and interpersonal skills.
- Willing and able to travel throughout the UK, Europe, US and Asia as required.
- Able to organise and prioritise own workload.
- General computer skills including the use of Microsoft Word, Excel and PowerPoint.
- Strong organisational skills.
- Strong problem-solving abilities.
- Proactive and self-motivated, with a strong sense of initiative.

Qualifications:

- Educated to degree level or possesses equivalent professional experience in Project Coordination or a related field.



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. 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 our [website](#).