

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 Recruitment Coordinator

Location	Edinburgh/Portsmouth, United Kingdom
Contract	Full-time, permanent
Responsible to	Workforce Planning Manager
Core Purpose	<ul style="list-style-type: none">• 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.• The role ensures that the company engages suitable subcontractor candidates by coordinating recruitment activities, maintaining accurate personnel records, and supporting proactive sourcing initiatives.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Act as the first point of contact for recruitment enquiries and vacancy updates.• Support the Project and Personnel Teams to ensure sufficient personnel are scheduled for current and upcoming projects.• Assist in identifying potential vacancies and initiating recruitment activity when required.• Maintain and develop a talent pool of suitable offshore candidates.• Actively source, identify, and engage prospective contractors through direct outreach, networking, industry platforms, and other proactive methods.• Use ATS (Application Tracking System) tools, such as Firefish, to track candidates, manage pipelines, and maintain accurate, up-to-date records.• Engage target audiences and potential candidates via relevant social media channels, job boards, and professional networks to promote vacancies and improve candidate flow.• Coordinate interviews, screen applicants, and assist with the selection process.• Assist with the onboarding of new offshore personnel, ensuring all certifications and documentation are complete and up to date.• Maintain and update the recruitment database for offshore personnel.• Liaise with operational leads to collect personnel performance feedback as required.• Support the preparation and administration of tenders, contracts, and variation orders for offshore personnel.• Assist in compiling information for IR35 determinations for relevant offshore personnel.

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:	<ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to communicate clearly and confidently with individuals at all levels, including via telephone. • Ability to organise and prioritise workloads effectively. • Experience using ATS or recruitment management systems, such as Firefish, to manage candidate pipelines and recruitment workflows efficiently. • Excellent organisational skills, with strong attention to detail and accuracy. • Ability to contribute to the improvement of processes, systems, and ways of working. • Strong problem-solving skills, with the ability to think practically and provide timely support. • Proactive in approach, with the ability to anticipate needs, take initiative, and seek guidance when required.
Qualifications:	<ul style="list-style-type: none"> • Minimum of three years' experience in an administrative or coordination role. • Proficient in IT skills, including 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.

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](#).
