

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 Regional Operations Support Manager

Location	Marabella, Trinidad, WI
Contract	Full-time, permanent
Core Purpose	To ensure that all Regional Operations Administrative Support duties 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">• Manage the daily administration of all Regional Operational activities in accordance with established processes and procedures.• Oversee the operations administration team, ensuring all operational and certification-related administrative tasks are undertaken and completed on time.• Plan and prepare for all periodic inspections.• Verify, approve, and submit all inspection requests.• Follow up with inspection companies to ensure timely completion of inspection and submission of all related documentation.• Update and maintain inspection status reports.• Oversee the operations administrative team to ensure:<ul style="list-style-type: none">○ Inspection certificates are verified.○ Unit folders are updated and maintained on OEG server.○ CSAM records are updated.○ Customer portals are regularly updated.○ Updated certificates are readily accessible to clients.• Ensure operations process flows are followed, including but not limited to:<ul style="list-style-type: none">○ Completing all checklists and receiving purchase orders before authorising the generation of Delivery Notes (DNs).○ Ensure certification packages are released prior to unit dispatch.○ Verify that return checklists are completed and all necessary checks are performed before authorising the generation of Return Notes (RNs).○ Ensure every off hire has a RN.○ Ensure sign-off from all relevant parties on DN's and RNs.○ Complete and file all departmental documents in accordance with procedures.• Oversee the management of GPS assignments and Geoforce operations.• Produce GPS reports.• Update and maintain departmental registers.• Ensure the accuracy of CSAM inventory.

	<ul style="list-style-type: none"> • Conduct periodic operations audits and report findings to Regional Director. • Act as the point of contact between Operations Administrators and yard functions to ensure efficient coordination of asset movements. • Log and follow up on customer recharges. • Review departmental processes and assist in streamlining operations. • Investigate and resolve customer queries and grievances in a timely manner. • Produce and maintain specialty inventory, fleet, and customer reports as required. • Always maintain and convey a professional image of the company. • Perform duties in accordance with established processes, procedures, and company standards. • Identify any breaches in established processes and escalate them appropriately. • Complete work to a high standard within agreed timescales to ensure OEG deadlines are met. • Demonstrate teamwork by assisting colleagues whenever required. • Adhere to health, safety, and quality procedures and processes at all times. • Always maintain and convey a professional image of the company. • Continuously develop skills in line with the evolving responsibilities of the role. • Maintain a positive attitude towards work and uphold high performance standards as communicated by the company. • Perform any other reasonable duties or tasks assigned by the Line Manager or appointed 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 focused 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"> • Minimum of 3 years' experience in a similar position. • Strong communication skills with the ability to recognise and address potential issues proactively.

	<ul style="list-style-type: none"> • Demonstrates punctuality, maintains an excellent attendance record, and follows instructions accurately. • Demonstrates strong attention to detail. • Proficient in computer use and fluent in Microsoft Office Suite. • Preference will be given to qualified local Trinidadian Nationals.
Qualifications:	<ul style="list-style-type: none"> • Minimum BSc/BA in Business Administration or Operations Management.



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](#).