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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 Sales and Rental Coordinator

Location	Den Helder, Netherlands
Contract	Part-time, permanent
Core Purpose	To coordinate and manage the effective delivery of hire (both ad-hoc and dedicated) and sales quotations, ensuring they are completed within agreed delivery timeframes.
Key responsibilities and accountabilities:	Key responsibilities will include, but are not limited to, the following: - Answering telephone and email enquiries and acting as an initial point of contact for clients. - Preparing and submitting quotations in coordination with the Proposals and Logistics Manager and management. - Tracking the status and progress of quotations. - Providing technical advice and information to clients and prospective clients. - Maintaining and updating information within rental and certification databases. - Overseeing and managing deliveries and related logistical requirements. - Generating and processing sales invoices. - Liaising between office and workshop/yard functions. - Overseeing operations and managing inbound and outbound logistics, including scheduling import and export shipments via air, sea, and land. - Produce system generated management reports. - This list of duties is not exhaustive and may be subject to change as responsibilities and company requirements evolve.

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:	• Minimum of 2 years' experience in a similar role. • Previous experience in a Logistics related role is advantageous. • A flexible work attitude. • A thorough understanding of the sale and hire/lease process. • Ability to work independently and collaboratively. • Excellent communication skills. • Good attention to detail and accuracy of work. • Strong time management skills with the ability to reassess and adjust priorities. • Ability to identify and effectively resolve problems. • Previous experience and knowledge of the offshore container industry. • Good working knowledge of administration systems.
Qualifications:	Minimum Qualifications: • English – Pass at Standard Grade or equivalent. • Maths – Pass at Standard Grade or equivalent.



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.

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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, then please email us your cover letter and c.v. to recruitment@oeg.group
