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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 Tech Services Project Administrator

Location	Hunmanby/Grimsby, Hybrid
Contract	Full-time, permanent
Responsible to	Tech Services Department Manager
Core Purpose	- To provide vital administrative and coordination support that ensures the seamless delivery of projects, efficient team operations, training and adherence to compliance and onboarding processes. - The Project Administrator will play a key role in enabling project operations teams to deliver high-quality outcomes on time and within scope.
Key responsibilities and accountabilities:	Training & Compliance: - Coordinate, schedule, and manage all site and customer-specific training sessions, ensuring accurate documentation, communication, and timely delivery. - Manage additional training requirements, including GWO (Global Wind Organisation) certifications, ensuring compliance and up-to-date records. - Maintain training records and certification databases, ensuring all staff qualifications are current and accurately documented. - Upload certification documents to internal systems and client portals as required. Recruitment & Onboarding Support: - Assist with recruitment administration, including candidate tracking, interview scheduling, and onboarding coordination. - Facilitate new starter onboarding, including profile creation, document collection, and induction support. - Ensure all onboarding documentation is complete and accurately filed, including contracts, right-to-work checks, and qualifications. Daily Operations & Support: - Conduct daily project check-ins to monitor workforce readiness and compliance. - Manage PPE and workwear requests, ensuring timely ordering and distribution to staff. - Maintain personnel files, ensuring confidentiality and accuracy, and compliance with data protection standards.

	Administrative & Reporting Duties: • Update and maintain various project and personnel spreadsheets, including training matrices and PPE logs. • Assist with generating and tracking Purchase Orders to support operational and project needs. • Perform general filing duties for project documentation, including both digital and hard copy formats. • Support internal and external audits by ensuring all documentation is complete and easily accessible.
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:	• Demonstrated experience in project administration, coordination, or a related operational support role. • Strong organisational abilities with the capacity to manage multiple tasks effectively. • High attention to detail, with the ability to manage multiple administrative tasks simultaneously. • Proficient in Microsoft Office Suite, particularly Excel, Outlook and, Word. • Experience with certification and compliance management systems is desirable. • Familiarity with GWO or other industry-specific training standards is advantageous. • Proactive, self-motivated, and able to work independently. • Strong communication and interpersonal skills, with the ability to build effective working relationships. • Able to maintain confidentiality and handle sensitive information with discretion and professionalism. • Team player with a willingness to support across departments as needed.

Qualifications:

- Holds a full UK driving license.



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
