

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 **Travel Coordinator**

Location	Hunmanby, North Yorkshire
Contract	Full-time, permanent
Responsible to	Head of Technical Services
Core Purpose	<ul style="list-style-type: none">• The Travel Coordinator will play a crucial role in ensuring offshore and onshore personnel arrive safely and on time to destinations across the globe.• The role of the Travel Coordinator requires excellent organisational skills, attention to detail, and the ability to manage multiple priorities in a high-pressure environment.• The Travel Coordinator will be a key point of contact between different teams, travel suppliers, and operational managers, whilst ensuring smooth, efficient, and cost-effective travel arrangements that keep our projects moving.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Plan and manage all travel requirements for offshore/onshore personnel assigned to projects, as well as company staff travel needs.• Arrange bookings for flights, hire cars, accommodation, taxis, trains, ferries, and any other transport required.• Communicate travel details clearly to personnel, including any updates or last-minute changes.• Act as the go-to contact for all travel-related queries, supporting both onshore and offshore personnel.• Liaise with our business travel agents to confirm bookings, monitor costs, and ensure accurate records are maintained for flights, hire cars, and accommodation.• Process purchase orders and expenses accurately using Microsoft Excel, ensuring timely submission and compliance with company procedures.• Coordinate visa and work permit applications, liaising with relevant embassies and agencies.• Stay updated on changes to travel processes, procedures, and regulatory requirements, always ensuring compliance.• Review and maintain rotas, ensuring travel arrangements are booked in advance and changes are tracked and actioned promptly.

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. <p>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.</p>
Skills and Experience:	<ul style="list-style-type: none"> • High attention to detail and ability to manage large volumes of data. • Proven ability to thrive in fast-paced environments, anticipate challenges, and deliver professional, accurate solutions. • Excellent communication skills, both written and verbal, with the ability to present information clearly. • A flexible, adaptable approach to work, with strong problem-solving skills. • Exceptional time management skills and the ability to prioritise under pressure. • Strong organisational skills and attention to detail. • Proficient in Microsoft Excel, Outlook, and general administrative tools. • A confident and professional manner, with the ability to maintain confidentiality. • Experience in administration and or/travel scheduling is essential.
Qualifications:	<ul style="list-style-type: none"> • Possession of a full UK Driver's License is preferred. • Minimum Qualification: GCSEs (or equivalent) in English and Mathematics.



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](#).
