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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 Regional Human Resource Administrator

Location	Point Lisas, Trinidad and Tobago
Contract	Full-time, permanent
Core Purpose	To support the effective delivery of Regional Human Resources operations by ensuring all administrative duties are completed accurately, on time, and in full compliance with regional legal requirements and OEG's health, safety, quality policies, and standards.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Responsible for administering and maintaining the company's Regional HR Management System.• Maintain accurate and up-to-date records of personnel-related data, including payroll, personal details, leave and turnover rates etc. in both physical and digital formats, ensuring full compliance with employment regulations and company policies.• Liaise with and support cross-functional departments, including payroll and benefits, to ensure smooth coordination of HR related processes.• Manage the recruitment and hiring process by sourcing candidates, conducting background checks, assisting with shortlisting, and issuing employment contracts etc.• Address and respond to internal and external HR-related inquiries or requests, providing timely and effective assistance.• Support supervisors in implementing and managing performance management procedures.• Coordinate and schedule meetings, interviews, and HR events, while managing the team's agenda.• Organise and coordinate training sessions and seminars.• Conduct employee orientations and onboarding activities, ensuring all new hire records are accurately updated.• Handle general administrative tasks and maintain an organised filing system.• Prepare and deliver monthly Key Performance Indicator (KPI) reports.• Compile and submit regular reports on overall HR activities and metrics.• Manage and coordinate ad-hoc HR projects.• Manage and maintain disciplinary records.• Consistently represent and uphold a professional image of the company in all interactions.• Develop skills and knowledge to adapt to the evolving responsibilities of the role.• Perform other reasonable duties as assigned by the line manager or authorised 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 one year's prior experience in a HR or administrative role. • Good verbal and written communication skills. • Ability to recognise and deal with potential issues before problems arise. • Demonstrate punctuality, maintain an excellent attendance record, and follow instructions accurately and reliably. • Proficient in computer use, with strong skills in Microsoft Office Suite, in particular Word and Excel. Must be computer literate. • Preference will be given to suitably qualified Trinidadian nationals.
Qualifications:	<ul style="list-style-type: none"> • Minimum of a Diploma in Human Resources, Business Administration, Business Management or a related field of study.



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.

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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, please submit your application via [LinkedIn](#).