

JOB DESCRIPTION

1. Job Identification

Job Title: Operations Administrator

Job Location: Aberdeen

2. Job Purpose – Overall Summary

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| 1. | To support the Operations Manager and Supply Chain Lead with required administrative duties |
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3. Reporting Relationships

Position Reports To:	UK Operations Manager
Secondary Report:	Supply Chain Lead
Directly Supervises What Positions:	
Total Number in Team Supervised:	

4. Financial Responsibility

Budget/Revenue Responsibility:	
Signatory Authority:	
Other Relevant Values:	

5. Key Responsibilities

1.	Use C-Sam to raise requisitions and POs and also Goods Receipt relevant items
2.	Update personnel tracker daily with personnel movements /holidays/offshore days etc.
3.	Update C-Sam with operational and rental charges to allow invoices to be created and submitted
4.	Liaise with Operations team to ensure up to speed with upcoming jobs and activities
5.	Organise staff travel – including keeping track of return dates to ensure where changes are necessary the personnel are notified
6.	Update C-Sam with tool build information received from workshop promptly. Maintain tool maintenance/build records and ensure both electronic and hard copies are organised clearly and timely

7.	Assisting with facilities management, liaising with 3 rd parties and updating the maintenance programme
8.	Assisting with materials control – uploading certification, providing documentation for 3 rd party inspectors.
9.	Other administrative duties that may be required.
	The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The company reserves the right to require employees to perform other duties from time to time.

6. QHSE Responsibilities

1.	Demonstrate a personal commitment to Quality, Health, Safety and the Environment
2.	The employee is responsible for both their own safety and the safety of others
3.	Comply with QHSE guidelines

7. Additional Relevant Information About the Job

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2.	

Name of Job Holder

Signature Date.....

Job Specification:

The Operations Administration is expected to have the following qualities:

- Good communication skills with ability to build up relationships with internal teams and external clients
- Extremely organised and pro-active
- Ability to work in a team as well as on their own
- Ability to work well under time constraints associated with nature of day-to-day operations
- Excellent computer literacy including but not limited to Excel, Teams, Word, PowerPoint and have an aptitude to learn new systems if required
- Experience with ERP systems (i.e. Oracle, SAP, C-Sam, Maximo etc) desirable