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| **OPERATING UNIT:** | Sparrows Offshore Services Ltd |
| **JOB TITLE:** | Trainee Logistics Co-ordinator |
| **DEPARTMENT:** | Personnel Logistics |
| **LOCATION:** | Aberdeen |
| **REPORTS TO:** | Personnel Logistics Supervisor |
| **SUBORDINATES:** | N/A |

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| **MAIN PURPOSE:** |
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| The primary responsibility is to provide UK and International logistics, time verification and general office support under the direction of the Personnel Logistics Supervisor. As this is a trainee position, a mentor will be assigned to guide them and ensure that at the end of the training period they are fully up to speed with the following: |
| **MAIN RESPONSIBILITIES:** |
| |  | | --- | | * Responsible for the daily update of the Computerised Personnel Tracking System, ensuring that all data is accurately recorded. * Ensure all job tracker (resource) requests are fulfilled and actioned, and make sure that any associated training, travel and accommodation are arranged. * Arrange weekly crew changes for resident personnel and prepare weekly register from Computerised Personnel Tracking System. * Prepare joining instructions to resident offshore workforce advising crew change details. * Advise operator companies by e-mail of weekly crew change arrangements. * Mobilise ad hoc personnel, both UK and Internationally. * Ensure Expat mobilisations are dealt with efficiently and in a timely manner taking consideration for additional mobilisation/visa and other operational requirements in liaison with Travel Team   .   * Arrange overnight accommodation for all crews in transit, morning transport, check-in-times advice and to prepare accompanying paperwork. * Contact on a daily basis the operating companies, to confirm flight check-in times. * Responsible for ensuring company induction courses are arranged when and where applicable. * Participate in Emergency Response Team for exercises and in real situations. * Participate in on call rota and to be on 24 hour call out duties for the operations department, once an adequate level of logs training has been undertaken to allow this to be handled competently. * Verify and enter timesheets on completion of work scopes as required, if timesheet team require assistance.     **General Office Duties:**   * To make all travel and accommodation arrangements for office and base personnel, as and when required. * General administration | |
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| **SKILLS/QUALIFICATIONS:** |
| * Good communications skills – verbal and written * Interpersonal skills – team working is key * Computing Skills – Microsoft Office (Outlook, Word, Excel) * Ability to Multitask and prioritise daily workload |
| **HSEQ RESPONSIBILITIES:** |
| It is mandatory that the incumbent is familiar with the Company's HSEQ Policy and takes an active role in the compliance and improvement of Sparrows Integrated Management System.  The incumbent must report any incidents, near misses, actual or potential problems with products, services or systems to their Line Manager.  The incumbent also has legal responsibilities under country-specific health and safety legislation to follow all Company processes and procedures and familiarise themselves with the emergency response arrangements applicable to them.  The incumbent is also responsible for the health and safety arrangements of subordinates (if any) and for any persons visiting them while on the Company premises |
| **GENERAL:** |
| The above responsibilities are neither exclusive nor exhaustive and the incumbent may be called upon to carry out such other appropriate alternative or additional duties as may be required which are within their capability and competence. |