

Job Description

Job Title:	Administrator
Location:	Cairnrobin
Responsible to:	Senior Key Account Co-ordinator
Core Purpose:	To work closely alongside the Key Account Co-ordinators to ensure customer requirements are met while liaising with internal operations and external clients over the hire and off hire of units and keep the tracking databases up to date.
Health & Safety Responsibilities:	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Offshore HSE policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Offshore Quality Policy and have an understanding of OEG's targets and objectives.
Environmental Responsibilities	Comply with our recycling standards using the correct disposal of items as per signs and bins provided. Reduce energy consumption by turning electrical equipment off when not in use. Report any spills immediately to the Group QHSE Manager/Line Manager to allow spill team to clean up using correct items. Comply with COSHH assessments in place, if applicable, and use correct PPE as contained there in.
Key responsibilities & accountabilities:	<p>Principal duties shall include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Receiving and processing customer orders, liaising with the Yard Co-ordinator to obtain unit numbers etc • Track asset movements on the company's fleet management system. • Completion of on/off hire of paperwork. • Co-ordinate daily movement report for external clients to ensure monthly invoicing is complete. • Generating and uploading cleaning certificates. • Dealing with Drivers arriving on site. • Attend any required training to be deemed competent. • Communicate effectively with all departments as necessary throughout the workflow procedure. • Will provide cover as and when required to the Key Account Co-ordinators and Sales & Rental Co-ordinators. This will include covering annual leave and any periods of absence as requested by Management. • Any other activities as reasonably requested by management.
Skills & Experience:	<ul style="list-style-type: none"> • Excellent verbal, written and telephone skills • Good working knowledge and proficient in the use of MS Word & Excel • Strong Communicator • Excellent time management skills with the ability to prioritise • High level of accuracy and attention to detail

Qualifications:	Minimum Qualifications: <ul style="list-style-type: none">• English – Pass at Standard Grade or equivalent• Maths – Pass at Standard Grade or equivalent
Print Name:	
Signed as accepted :	
Date :	