

Job Description

Job Title	Regional Operations Administrator
Location	Point Lisas, Trinidad, WI
Responsible to	Regional Strategy Manager
Core Purpose	To ensure that all operations and certification administrative duties are undertaken are completed accurately and on time whilst adhering to OEG health, safety and quality processes, procedures, and policies.
Health and 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 Group Health and Safety 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 Group Quality Policy and have an understanding of OEG’s targets and objectives.
Environmental Responsibilities	<ul style="list-style-type: none"> • 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 Team/Line Manager to allow spill response team to clean up using correct equipment. • Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.

Key responsibilities and accountabilities:	<ul style="list-style-type: none"> • Check units and determine inspections required. • Send out request for inspections to relevant parties. • Follow up with inspectors to ensure that all inspections are completed, and all documentation submitted, in a timely manner. • Validating inspection certificates • Updating and maintaining unit folders on OEG server • Assigning GPS tags to units and updating and maintaining GPS systems • Updating and maintaining CSAM • Sending certificates to customers in a timely manner, including updating client SharePoint folders/software where applicable. • Produce and dispatch Consignment GPS Reports • Updating and maintaining the inspection certificate register • Updating and maintaining the inspection status reports • Updating and maintaining the inventory tracking report • Monthly inspection reports • Design and produce other operation reports as necessary. • Ensure that you undertake your duties in line with agreed processes and procedures and in line with company standards. • Flag any breaches in established processes and escalate accordingly. • Ensure that your work is completed to a high standard within agreed timescales in order that OEG deadlines are met. • Make the supervisor or manager aware of any materials and/or information which is missing and required to ensure the work can be carried out to the agreed timescales. • Act as a team player and assist your colleagues as and when it is needed. • Adhere to health, safety and quality procedures and processes, at all times. • Convey a professional image of the company, at all times. • Develop self in accordance with changing responsibilities of the role. • Maintain a positive Attitude towards work and High Levels of Performance as communicated by the Company. • Any other reasonable duties/ tasks assigned by your Line Manager or duly appointed personnel.
Skills and Experience:	<ul style="list-style-type: none"> • Minimum one year’s experience in the oil and gas, container industry preferred but not essential. • Good verbal and written communication skills • Ability to recognize and deal with potential issues before problems arise. • Ability to be punctual, maintain excellent attendance record, take instructions, and carry out instructions as closely as possible as initially instructed. • Must be computer literate. Able to work efficiently with Microsoft Office Suite, particularly Word and Excel.
Qualifications:	<ul style="list-style-type: none"> • Minimum diploma in Operations, Business Management, Logistics, or related field of study

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