

## **Operations Co-ordinator**

Location: Guyana

### **Responsible to:**

Operations Manager

### **Responsible for:**

Labourers / Operations Staff

### **Key interfaces:**

Customers, Management, Operations Staff, Supply Chain

### **Core purpose**

To assist in ensuring the Company's inventory/ equipment are properly stored and maintained (including re-certification), properly accounted for, dispatch and return movements are to be documented with high accuracy.

### **Health & safety responsibilities**

Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practises. Ensure all accidents/incidents are reported in a timely manner. Comply with OEG Offshore QHSE policy.

### **Key responsibilities**

- Ensuring proper maintenance of all required operational logs
- Supervising general Operations Staff
- Observing, reviewing, and analysing processes to identify inefficiencies and areas where improvements could be made
- Identifying and resolving any problems in the Operational processes
- Coordinating safe, on-time dispatch of equipment to clients
- Ensuring that all activities conform to local, federal, industry and company standards

- Managing the maintenance of Company Equipment
- Assisting with the management of daily operational activities
- Maintaining proper records of CCU/ equipment movements, dispatch and returns
- Coordinating with security staff to maintain site control
- Conduct daily safety, tool-box meetings with staff
- Encourage and ensure operations staff observes safe working practices and promote safety within the OEG workplace and/or external jobsites
- The above list of job duties is not exclusive or exhaustive and the position holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job description may be reviewed from time to time to ensure it is an accurate representation of the current main duties of the position

#### **Authorities**

**Strategy & Finance:** Work within agreed budget and schedules

**People:** Operations Staff

**Commercial:** No loss of revenue for poor performance in relation to; customer satisfaction, on-time deliveries, up-to-spec/ well maintained equipment.

**Routines:** As described in key responsibilities.

#### **Person specification**

- A minimum of 2 years' experience in a similar role
- A thorough understanding of OEG's Operational processes
- Ability to lead by example
- Excellent communication, delegation and organising skills
- Ability to prioritise and think out problems with clarity

#### **Person specification**

- Proven work experience as an Operations Coordinator or similar role
- Good time management, prioritization, and multitasking abilities