Billfinger Salamis UK require:

A Full Time Technical Administrator, on a fixed term basis for 6 months at the Flotta Terminal in Orkney

Closing Date: Friday 18 November 2016

JOB DESCRIPTION:

To provide administrative support and assistance to the Site Supervisor and Project Manager.

TASKS:

- Coordinate and book all travel arrangements for employees travelling to/from site – flight/taxis/accommodation
- Prepare and send arrival notifications for personnel/vendors due to site
- Organise all new start training
- Maintain Adhoc and Shutdown rotas
- Keep Personnel’s Movements up-to-date
- Send daily POB - updating as required with personnel demobbing/mobbing to/from site
- Complete Expense Claim forms on a weekly basis
- Raise Resource Requests to maintain required manning levels / carry out Inward and Outward movements when personnel mob/demob from site / keep personnel profiles up-to-date / run certification reports and re-book any necessary training required
- Collate and manage the filing of original documentation and distribution of technical documents, ensuring correct management of all outgoing documents
- Collate close-out documentation paperwork of completed works issued by project manager/supervisor
- Create Planning & Scheduling sheets with estimated job hours, progressing these onto a Terminal Site Instruction for approval by Project manager/OIM/OTL and keep an updated log of those jobs waiting approval and approved works
- T-Max activities – raise work orders, progress jobs by updating the step-plan with discipline’s estimated hours and insert work history on completion
- Process orders approved by project manager/supervisor in a timely manner to avoid out of cert plant
- Raise Material Orders on a weekly basis in order to maintain stock levels

QUALIFICATIONS AND EXPERIENCE:

- Preferred but not essential experience in similar role within the Oil & Gas industry
- Computer literate – proficient with Microsoft Office including Work, Excel, Outlook and PowerPoint
- Team player fully supporting team efforts, able to cooperate whilst maintaining effective working relationships
- Excellent written and communication skills
- Must be self-motivated, able to use own initiative and able to work to deadlines
- Safety conscious

Established in Aberdeen in 1973, Billfinger Salamis UK is a leading industrial services contractor with a proven track record of providing integrated, multi-disciplined support services and maintenance solutions to a range of clients, principally in the energy, petrochemical, industrial and utilities sectors in the UK, and select international markets. The company has over 350 onshore staff at its bases in Aberdeen and Great Yarmouth, and over 2,000 offshore staff.

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Billfinger Salamis UK
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Do you think you have the right skills and experience to add to our ever-growing team? Send your CV and covering letter to (onshorejobs.salamis@bilfinger.com), quoting the job title in the subject line, or by post to Lynne Strachan, Billfinger Salamis UK Limited, 4 Greenhole Place, Bridge of Don, Aberdeen, AB23 8EU.