

JOB DESCRIPTION: Onshore Construction Coordinator



A) JOB PURPOSE

The Construction Coordinator is responsible for all aspects of a contract relating to offshore or onshore construction activities. He/She will ensure that all construction activities are planned in accordance with client requirements and that sufficient tooling. The position must support in the overall delivery of Global Energy Group's business objectives through the aligning of deliverables to that of the individual Business Unit Strategy.

B) RESPONSIBILITIES

The responsibilities of the **Onshore Construction Coordinator** shall include, but are not limited to, those contained in the following statements:

- Provide input to GEG asset plans for the relevant contract ensuring that accurate and up to date information is included
- Check GEG offshore daily reports for progress against scopes under their Management
- Review and approve Construction work packs and GOC CCHPs
- Attend weekly planning meetings as required
- Ensures adequate information is available to construction team to undertake planned project construction tasks
- Assume project commercial and technical responsibility for all projects where they are PRP (project responsible person)
- Acts as focal point for project construction work; coordinating tooling and equipment, arranging labour supply and monitoring progress and productivity
- Verification of compliance for both personnel and equipment to individual project and industry standards

The list of duties is not exhaustive in any way and may change at any time.

C) JOB KNOWLEDGE, SKILLS & EXPERIENCE

Mandatory

- Qualified to Degree Level in Relevant Discipline; and/or
- Trade Qualification 4 year apprenticeship/ and/or NVQ / SVQ Level 3;
- Minimum of 5 Years Vocational Experience in an onshore support role or offshore supervisory role
- Relevant Offshore Mandatory Requirements (Survival, Medical, MIST, EBS, etc.)

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E) HOURS OF WORK & REMUNERATION

- This position is based at Dyce, Aberdeen
- Salary – competitive and dependant on skills and experience
- Hours are 40 per week, Monday to Friday

F) APPLICATIONS

- Applicants must hold full eligibility to work in the UK prior to application.
- Please submit all applications (covering letter & CV) via email to HRICON@gegroun.com
- Closing date: Wednesday 5th December 2018