

Job Title: Project Co-ordinator
Industry: Inspection, Oil and Gas
Location: Aberdeen
Rate: Dependent on experience
Job Type: Permanent
Start Date: ASAP



Company:

We are a leading NDT company specialising in the design and development of advanced automated ultrasonic inspection solutions, delivering integrity based inspection data of critical pressure systems for key Oil & Gas and Petrochemical industries in support of our Worldwide advanced field services division.. Projects typically range from bespoke ROV/Diver deployed subsea inspections, to automated topside platform-based pressure systems.

Job Summary:

We are seeking to employ a highly motivated Project Coordinator to work closely with the Project Managers for both the Subsea and Topsides departments. Duties include:

- Assisting Project Managers when liaising with clients on a daily basis in the running up to a project, during & after. This includes daily updates on progress or any issues/changes to plan
- Close liaising with Planner, Equipment Manager, Logistics & Finance Personnel, the Technical Support Group and Rope-Access Supervisor
- Assist with writing, reviewing and issuing proposals to client & keeping the report tracker up to date
- Reviewing reports (formatting) and issuing
- Document Control of reports, data and proposals
- Manage project software (Microsoft Dynamics NAV) and administration systems ensuring QA requirements are met
- Arrange and attend pre-mobilisation and de-brief meetings with Inspection Team
- Compile all job packs prior to mobilisation including rope-access work packs
- Attend Equipment & host Operations Meetings to ensure jobs are captured by delivery teams, defining equipment and personnel requirements
- Attend sales or kick off meetings and HIRA's to capture knowledge of the project requirements. Handle these alone in PM absence.
- Always looking to seek new work opportunities and respond immediately to any enquiries that come in
- Oversee the logistics & financial side for all projects
- Ensure FPAL (& JQS Norwegian version) is up to date, pursue clients for project feedback for upload into the FPAL website to increase the company's profile.

Qualifications/Experience:

To be successful in this position, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or ability required:

- Ability to work under time constraints and meet agreed deadlines
- Self-motivated with the ability to work independently or in a team
- Ability to prioritise tasks
- Familiarity/Competency with Microsoft Office tools
- Full driving licence
- Effective communicator with customer awareness
- Written and Oral Communication Skills.

Benefits:

Successful candidates will be offered an attractive benefits package.

To apply for this position please email your CV to jobs@sonomatic.com