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Operations Administrator - NES FIRCREFT

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Company: Talent Pal

Location: Ras Al Khaimah

Category: other-general

BH258663 Posted: 25/01/2024 \$10 per annum United Arab Emirates Awanat Ras alKhaimah Permanent Alternative & Renewable EnergyOffshore Wind Dear All Looking for a Operations Administrator with extensive experience in Marine industry!! We are hiring for a Marine Management company based in UAE! Job Description &Responsibilities Administration and coordination of meetings where needed. Catering Meal sheet and invoice management. Verify daily signed meal sheets against daily POB. Verify monthly accommodation and meal sheet summaries towards the signed meal sheets. Verify on back charge time sheet against daily POB. To ensure the Document Management Standard is enforced throughout the company. Ensure smooth flow of information between the department and the companys other departments vessels and barges subcontractors and clients. Continually improve the Document Management process within the company. Ensure that all documentation generated by or on behalf of the company is accurately managed recorded stored and distributed. Prepares documentation materials for and assists in various internal and external audits. Participate in any HSE incident and investigation reporting. Assists Operations Managers and Technical Manager in a day to day administrative activities. Provides secretarial services to Managers including arranging meetings appointments and travel. Attends to the needs of customers / clients by responding to queries and / or facilitating communication between clients vessels and office if directed by management. Ensures that all correspondences relating to Operations are effectively handled and organized. Allocate and control the numbering of documents. Assist in development monitoring and reviewing of operational budgets VS Actual spendings.

Support Operational Managers in planning and executing works where needed. Maintain accurate records of barge movements and other relevant operations. Collaborate with other departments such as maintenance HSE (Health Safety and Environment) and finance to achieve operational objectives. Monitor vessel certification overview and liaise with Operations Manager to ensure no certificates will go overdue. Any other duties as assigned by the Technical or Operations Manager.

Quality and education. Ability to work in a team. Good knowledge in English language. Previous experience in maritime operations or a similar industry. Strong organizational and communication skills. Proficiency in using relevant software and tools for documentation and reporting. Proven track record in Document Management functions.

If you have similar kind of experience kindly apply on confidential.

With over 90 years combined experience NES Fircroft (NES) is proud to be the worlds leading engineering staffing provider spanning the Oil & Gas Power & Renewables Chemicals Construction & Infrastructure Life Sciences Mining and Manufacturing sectors worldwide. With more than 80 offices in 45 countries we are able to provide our clients with the engineering and technical expertise they need wherever and whenever it is needed. We offer contractors far more than a traditional recruitment service supporting with everything from securing visas and work permits to providing marketleading benefits packages and accommodation ensuring they are safely and compliantly able to support our clients.

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