

TERMS OF REFERENCE

MOG-ToR-MOG-020

Rev 04



Job Title:	Operations Coordinator (Intern)
Reporting To:	Operations Team Lead
Job Description	
To carry out project management and administrative support to the Operations Department to ensure a smooth transition and running of active projects. Provide mentoring to the Operations Administration personnel.	
Key Responsibilities	
<ul style="list-style-type: none">• Develop, deliver and maintain project schedules and action plans. Updating clients and production staff ensuring that all information is correct.• Assist the Operations Team Lead with tasks delegated by them when requested.• Produce Mobilisation orders for rental projects.• Maintain and update the rental equipment and personnel databases• Arrange and take minutes of meetings at all project handover, progress, closure meetings and distribute to all relevant personnel. Ensure that all action from the meetings have been recorded.• Process rental projects, allocate equipment, ensuring all certification is current.• Co-ordinate operational personnel for projects including allocation of technicians, travel arrangements, training and ensuring project information is received and understood. Process technician DCSR timesheets, post installation records, maintenance records and expenses to the relevant files.• Collate, review and report project / equipment costing.• Record and maintain material tracking register.• Complete project documentation such as Operation & Maintenance Manual, Manufacturing Data Book, Manufacturing Build Pack, Testing Package and Rental Certification Packages. Ensure presentations of such documents are of high quality.• Register, maintain and deliver all document transmittals.• Liaise with client and or third parties as requested.• Administer and monitor any change requests such as variation order requests etc.• Archive project files as appropriate.• General filing and office duties (incl. updating Sage, Operations Planner, Management Report, assist with collating information and materials for projects).• Attend regular Operations meetings.• Responsible for mentoring Operations Admin team• HSEQ – compliance with health, safety and environmental regulations, and the company's management system.• Develop strong working relations with key stake-holders – clients, colleagues etc.• To be a positive ambassador for Motive Offshore Group Ltd.	
Key HSEQ Responsibilities and Accountabilities	
<ul style="list-style-type: none">• Learn and abide by the Motive HSEQ integrated Management System including HSEQ Procedures and regulations that pertain to their work, and communicate their concerns to their Manager• Immediately report all accidents, incidents or near misses to their Manager• Participate in proactive HSEQ systems in place such as ICE Card and STAR Cards• Maintain and operate equipment in a manner that minimises leaks, spills, emissions, noise and other hazards where applicable;• Practice good housekeeping• Minimise and segregate waste wherever possible• Familiarise themselves with the Emergency Procedures for their working area and to know the locations of emergency equipment and how to properly use it where applicable;• Not interfere with or misuse anything provided in the interests of health, safety and welfare.• Stop the Job if they have any concerns and to immediately communicate their concerns to their Manager• Responsible for their own work and the verification of the quality of their work• Assist the company in its efforts towards continual improvement• Maintain positive communication with peers and customers	

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Essential

- HNC/HND in Business Administration or suitable employment experience.
- English fluency
- Self-motivated.
- Ability to work on own initiative and as part of a team.
- Good communication skills.
- Ability to prioritise.

Training Needs

Refer MOG-D-HRM-TRA-008 Office (Motive Base) Training Needs Analysis

Author:	Eddie Moore	Date:	March 2022
Accepted by Employee:		Date:	
Print Name:			