



## **JOB DESCRIPTION**

**HR / Logistics Coordinator**

## **JOB DETAILS**

**Job Holder:** TBC  
**Job Title :** HR / Logistics Coordinator  
**Location:** Aberdeen

## **JOB PURPOSE**

Responsible for arranging crew changes, coordinating rotas and acting as the logistics focal point for offshore employees and client contacts to ensure efficient management and coordination of mobilisation and demobilisation of employees allocated to onshore and offshore units to meet with client's contract and company requirements.

Develop and maintain exceptional working relationships with the Client Logistics Personnel, Operations Team, Offshore Managers, Logistics and other HR Team members.

Working as part of the HR team, the HR/Logistics Coordinator will be involved with Recruitment, HR, Logistics and Training activities to support with the successful delivery of HR processes and practices.

## **KEY RESULT AREAS**

### **Logistics Duties**

- Liaise with client contacts to arrange flights to and from offshore and undertake appropriate checks to ensure appropriate training and certification are in place.
- Record days worked, absence and any training events attended for offshore employees to allow payroll to be processed accurately.
- Ensure that certification is issued to appropriate client to allow vantage to be updated.
- Arrange leave/absence cover for all relevant offshore and onshore units.
- Monitor employee certification to ensure that refresher training is arranged as and when required.
- Monitor of Competence training requirements to ensure that it is in line with company requirements.
- Manage the adhoc pool to ensure that employees are utilised and that levels are managed in line with forecasted requirements.
- Work closely with the Operations team to review and maintain an accurate projection for adhoc requirements and oversee recruitment activities to support these requirements.
- Ensuring invoices relating to training are accurate.
- Run and provide accurate reports from HR Database as and when required.
- Arrange travel on a national/international level and make appropriate arrangements to support travel, including arrangements of visas and travel health appointments.



- Responsible for ensuring the emergency manager rota and associated information is kept up to date.
- Any other duties including project work as and when requested by the Logistics & Training Supervisor or HR Manager.

**Human Resources Duties:**

- Support with absence management cases by maintaining regular communication with employees and liaising with the Company Occupational Health Provider.
- Identify adhoc and core crew recruitment requirements.
- Assist with recruitment and selection procedure for onshore and offshore employees including:
  - Pre-screening candidates;
  - Arranging recruitment days;
  - Support with skills tests and interviews;
  - Arrange and conduct Company inductions;
- Ensure that HR database is updated and maintained as required to ensure efficient record of relevant data.
- Participate in emergency manager rota.

**COMMUNICATION AND WORKING RELATIONSHIPS**

- Day to day requirement to liaise with colleagues, client logistics and company medical advisers.

**HEALTH AND SAFETY**

- As an important member of the Entier team with personal responsibility for the Health and Safety issues the post holder must ensure:
  - Fully support and participate in all Entier safety initiatives.
  - Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act.
  - Complete Fire Warden Training.

**QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST BY THE COMPANY**

- Proven experience of working in a HR or Logistics department.
- Ability to effectively organise and prioritise workload.
- Proven strong administration skills
- Demonstrated by ability to accurately maintain and update records
- Ability to communicate in a courteous and professional manner at all times, verbally and written.