



The fresh  
**alternative** in  
global offshore  
energy services.

**Finding, connecting,  
building success.**

Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.

## Job Title      Commercial Coordinator

Location	Liverpool/Hybrid
Responsible to	Group Commercial Lead – OEG Renewables
Core Purpose	To assist OEG Renewables central team in the completion of commercial functions
Key responsibilities and accountabilities:	<ul style="list-style-type: none"> <li>• Collating and review of information from relevant departments to assist with the compilation of tenders</li> <li>• Hosting / Attending Internal and External tender meetings where necessary</li> <li>• Taking ownership of all Pre-Qualifications/supplier/client questionnaires, liaising with all relevant departments to ensure information is received</li> <li>• Taking ownership of the “tender library” file, maintaining and updating with all information where necessary</li> <li>• Portal / Accreditation Management</li> <li>• Monitoring of the OEG Renewables Tenders email box</li> <li>• Provide support for ad-hoc projects and initiatives as required.</li> <li>• Maintaining and issuing salesforce licences including running necessary user training</li> <li>• Acting as main point of contact for the input of OEG Renewables tenders to salesforce</li> <li>• Assist with running Salesforce reports for Senior Management</li> <li>• Conduct research and gather data on industry trends, market dynamics, and competitor activities.</li> <li>• Analyse quantitative and qualitative data to identify patterns, trends, and emerging opportunities.</li> <li>• Prepare reports, presentations, and visualizations to communicate findings and recommendations to stakeholders.</li> <li>• Collaborate with internal teams to support product development, marketing strategies, and sales initiatives.</li> <li>• Stay up to date on industry developments, regulatory changes, and economic factors affecting the market.</li> </ul>
Health and Safety Responsibilities	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Group Health and Safety Policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and have an understanding of OEG’s targets and objectives.

<p>Environmental Responsibilities</p>	<ul style="list-style-type: none"> <li>• Comply with our recycling standards using the correct disposal of items as per signs and bins provided.</li> <li>• Reduce energy consumption by turning electrical equipment off when not in use.</li> <li>• Report any spills immediately to the Group QHSE Team/Line Manager to allow spill team to clean up using correct items.</li> <li>• Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.</li> </ul>
<p>Skills and Experience:</p>	<ul style="list-style-type: none"> <li>• Strong communications skills.</li> <li>• Excellent organisation skills</li> <li>• Problem solving skills.</li> <li>• Excellent understanding of English language both written and verbal.</li> <li>• Work well under pressure and meet deadlines.</li> <li>• Proactive, Self-driven and Assertive.</li> <li>• Substantial experience using MS Office including Word, Excel and PowerPoint.</li> <li>• Proactive in prioritising own workload and assigned areas of responsibility to others</li> <li>• Experience of working within Renewable Energy Industry preferred</li> <li>• Ability to work in a team or on own initiative</li> </ul>

### Why should you work with us?

At OEG Renewables, we place a high priority on the well-being and success of our employees. That's why we provide comprehensive benefits packages, which include competitive salaries and private medical cover. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.



## Join a successful growing worldwide business

This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the renewable energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

### How to apply

To apply for this open vacancy, please email your cover letter and c.v. to [kim.blackham@oegrenewables.com](mailto:kim.blackham@oegrenewables.com)

To view more of our vacancies, please visit our website:  
[oegrenewables.com/careers](http://oegrenewables.com/careers)