

Energy without limits .



Join a successful growing
worldwide business.

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 **Project Coordinator**

Location	Portsmouth / Portland
Contract	Full-time
Responsible to	Senior Project Manager
Core Purpose	As Project Coordinator, you will play a key role in organising personnel, equipment, and resources across multiple offshore energy projects. Based in the Portsmouth/Portland office, you will support the Project Managers in ensuring smooth project execution, timely delivery, and operational excellence.
Key responsibilities and accountabilities:	<ul style="list-style-type: none"> Assisting with planning, managing and delivering assigned project(s). Coordination of all project documentation and records, including risk assessments, method statements, emergency response plans and reports etc. Monitoring financial performance of assigned project(s), including capturing of financial data, creating forecasts and, controlling & managing invoicing. Assistance with control of equipment and assets allocated to the project(s). Assisting with the recruitment and allocation of both employees and external sub-contractors to the project. Client liaison.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance. environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and Experience:	<ul style="list-style-type: none"> Good communication and interpersonal skills.

	<ul style="list-style-type: none"> • Willing and able to travel throughout the UK, Europe, US and Asia as required. • Able to organise and prioritise own workload. • General computer skills including the use of Microsoft Word, Excel and PowerPoint. • Strong organisational skills. • Problem solving skills. • Proactive
Qualifications:	<ul style="list-style-type: none"> • Educated to degree level or equivalent professional experience in project coordination or related field.



Why should you work with us?

At OEG, 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 health insurance coverage. Additionally, we offer employer workplace pension contributions and ongoing training and development opportunities to support your professional growth.

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This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore 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, then please visit our [Cezanneondemand Vacancy Portal](#)