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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	Edinburgh / Hybrid
Contract	Full time, permanent
Responsible to	Operations Manager
Core Purpose	To manage the deployment and coordination of HV SAP (Senior Authorised Person) Technicians and Engineers across multiple projects. This includes ensuring full compliance with client requirements, certification standards, and internal processes while maintaining personnel records, travel arrangements, and operational readiness for site deployment.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Coordinate HV SAP Technicians and Engineers for project assignments, in alignment with the crewing strategy and project timelines.• Maintain accurate project personnel records including certification matrices and compliance documentation.• Use and update the personnel planner to reflect personnel movements, assignments, timesheets, and project duration.• Assist with travel arrangements for project personnel, including accommodation and logistics, in coordination with the travel team.• Ensure all documentation for project staff (right-to-work, certifications, etc.) is maintained in Firefish or equivalent systems.• Track subcontractor and employee expenses; ensure timely approval and resolution of invoicing issues in line with the personnel planner.• Communicate regularly with project personnel to confirm availability, gather documentation, and resolve administrative matters.• Issue and manage Framework Agreements and Statements of Work for assigned personnel, ensuring timely return and filing.• Monitor personnel certification expiry dates; liaise with staff to obtain updated documentation to remain compliant with HSE, IMCA, and client requirements.• Support the onboarding and profile management of new HV SAP personnel within the system.• Liaise with the Finance department regarding payroll, expenses, and invoice queries related to personnel on projects.• Assist other coordinators as required and ensure overall compliance with company standards for personnel management.• A focus on leading the HV Role SAP pool – Developing and managing a key performing database

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:	<p>Essential</p> <ul style="list-style-type: none"> • Strong administrative and organizational skills • Proven experience in project coordination or crewing in a technical/ engineering environment • High attention to detail and ability to manage large volumes of data • Strong communication skills and ability to liaise with cross-functional teams • Ability to manage priorities and deliver against tight deadlines <p>Desirable</p> <ul style="list-style-type: none"> • Experience working with HV SAP personnel or in high voltage electrical environments • Familiarity with certification management systems such as Firefish • Prior experience in offshore or energy sector operations
Qualifications:	<ul style="list-style-type: none"> • Minimum: GCSEs (or equivalent) in English and Mathematics • Preferred: NVQ Level 3 or equivalent in Business Administration, Project Management, or Engineering-related field • Training in QHSE or project logistics is a plus



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 email us your cover letter and c.v. to recruitment@oeg.group
