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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 Shared Services Manager

Location	Edinburgh office
Contract	Full time, permanent
Responsible to	Director
Core Purpose	To lead and coordinate the shared services function, ensuring seamless delivery of administrative, financial, IT, and procurement support across the organisation. The Shared Services Manager is responsible for driving process efficiencies, service quality, and cross-functional collaboration in support of business operations.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Manage and oversee shared administrative functions including procurement assistance, Travel and Manning, Stores and Logistics and IT coordination• Develop and implement streamlined service delivery models to improve internal efficiency.• Ensure consistent service levels across departments by establishing clear SLAs and KPIs.• Act as the primary point of contact for escalations related to shared service areas.• Supervise and mentor shared services staff to ensure high performance and professional growth.• Collaborate with department heads to identify support needs and deliver timely solutions.• Ensure compliance with company policies, procedures, and applicable legislation.• Monitor budgets related to shared services functions and report on cost-effectiveness.• Drive continuous improvement and digital transformation initiatives within support areas.• Maintain accurate records and documentation for audits, reporting, and quality assurance.• Support onboarding processes and office administration across project teams as needed.• Ensure effective data management and systems utilization across the business.• Develop and maintain internal communications platforms to improve information flow.

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"> • Strong organisational and multitasking capabilities • Excellent leadership and communication skills • Ability to work under pressure and meet deadlines • High attention to detail and strong problem-solving skills • Ability to manage cross-functional teams and stakeholder relationships
Qualifications:	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor's degree in business administration, Management, or a related field • Proven experience in a shared services, operations, or administrative leadership role • Strong knowledge of finance, procurement, IT coordination, and logistics processes • Proficiency in Microsoft Office Suite and familiarity with ERP systems <p>Desirable</p> <ul style="list-style-type: none"> • Postgraduate qualification or professional certification in Management, Finance, or Business Operations (e.g., MBA, CIPS, CIPD, Prince2) • Training or certification in QHSE standards (e.g., ISO, IOSH, NEBOSH) • Experience in supporting offshore, energy, or engineering sectors



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
