

Energy without limits .



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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 Tech Services Project Administrator

Location	Hunmanby, Grimsby, Hybrid
Contract	Permanent
Responsible to	Tech Services Department Manager
Core Purpose	<ul style="list-style-type: none"><li>We are seeking a highly organized and proactive Project Administrator to support the efficient delivery of projects and ensure smooth day-to-day operations. This role involves coordination across training, onboarding, compliance, and administrative functions to support the project and operations teams.</li></ul>
Key responsibilities and accountabilities:	<p><b>Training &amp; Compliance</b></p> <ul style="list-style-type: none"><li>Coordinate and book all site/customer-specific training sessions.</li><li>Manage additional training requirements, including GWO (Global Wind Organisation) certifications.</li><li>Maintain training records and certification databases, ensuring all staff qualifications are up to date.</li><li>Upload certification documents to internal systems and client portals as required.</li></ul> <p><b>Recruitment &amp; Onboarding Support</b></p> <ul style="list-style-type: none"><li>Assist with recruitment administration including candidate tracking and interview scheduling.</li><li>Facilitate new starter onboarding: profile creation, document collection, induction support.</li><li>Ensure all onboarding documentation is complete and filed, including contracts, right-to-work checks, and qualifications.</li></ul> <p><b>Daily Operations &amp; Support</b></p> <ul style="list-style-type: none"><li>Conduct daily project check-ins to monitor workforce readiness and compliance.</li><li>Manage PPE and workwear requests, ensuring timely ordering and distribution.</li><li>Maintain personnel files, ensuring confidentiality and accuracy.</li></ul> <p><b>Administrative &amp; Reporting Duties</b></p> <ul style="list-style-type: none"><li>Update and maintain various project and personnel spreadsheets (e.g., training matrices, PPE logs).</li><li>Assist with generating and tracking Purchase Orders.</li><li>Perform general filing duties for project documentation, including digital and hard copy formats.</li></ul>

	<ul style="list-style-type: none"> <li>Support internal and external audits by ensuring documentation is complete and accessible.</li> </ul>
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"> <li>a proactive health and safety culture focussed on the prevention of work-related injury or ill health and continual improvement in our processes / performance.</li> <li>environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution.</li> <li>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.</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>Proven experience in a project administration, coordination, or similar role.</li> <li>Excellent organizational and multitasking skills.</li> <li>Strong attention to detail with the ability to manage multiple administrative tasks.</li> <li>Proficiency in Microsoft Office Suite (especially Excel, Outlook, Word).</li> <li>Experience working with certification and compliance systems is desirable.</li> <li>Familiarity with GWO or similar industry-specific training standards is an advantage.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>Proactive and self-motivated.</li> <li>Strong communication and interpersonal skills.</li> <li>Able to maintain confidentiality and handle sensitive information appropriately.</li> <li>Team player with a willingness to support across departments as needed.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>A full UK drivers' license.</li> <li>Strong organizational and communication skills.</li> <li>Familiarity with office software (Microsoft Office, Google Workspace).</li> </ul>



## 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.

## Join a successful growing worldwide business.

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](mailto:recruitment@oeg.group)

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