

Position: Operations Coordinator

Job Objective

To support Operations team. The below list, whilst not exhaustive, is the minimum expected duties for the role of V-TES Operations Co-ordinator. V-TES shall assist and develop all personnel as part of our competence development plan to maintain the highest possible standards of service for our clients.

Key Responsibilities

- A wide range of administrative tasks including answering the phone, managing diaries, typing, general correspondence & filing.
- Sending out Quotes to Clients.
- Following work flow process for administration tasks.
- Book accommodation and travel for onshore & offshore personnel as requested.
- Plan and arrange employee training when required.
- Liaise with various supply-chain parties including carriers and transport operators to ensure customer orders are moved seamlessly from door to door.
- Ensure minimum stock levels of PPE are maintained.
- Issue PPE to personnel.
- Update Operations Tracker.
- Maintain and update QHSE Management system.
- Raising Purchase Orders & chasing outstanding Purchase orders.
- Follow up on enquiries.
- Any other administration tasks required.

Knowledge and Competence

Required Knowledge

- Strong administration skills are essential and the post holder is required to have competency in standard office computer applications i.e. word processing, spreadsheets, particularly Word & Excel.
- SAGE experience (desirable)

Required Competence

- Good written and oral communication skills combined with good prioritisation, time management, planning and organisational skills.
- Must be able to react quickly and decisively to constantly changing demands and circumstances.
- Display Screen Equipment – eLearning*
- Environmental Awareness – eLearning*
- Fire Awareness – eLearning*
- Manual Handling – eLearning*

*this training shall be provided upon commencement of role