



About Helix Oilfield Services Ltd.

HOS is an independent oil and gas company that provides a new approach to solving equipment sourcing, engineering services and commercial storage challenges in the North East of Scotland to the global sector. We specialize in drilling equipment from the most demanding High Pressure / High Temperature (HP/HT) well control challenges to end of life plug and abandonment well needs, HOS applies a new and agile approach to solving customer challenges, delivering a unique combination of industry compliance, flexibility of service as well as excellent value for money. Testament to our commitment to flexibility, performance and expertise in well control engineering, our flagship service - Hydril 11" 20,000 psi HP/HT BOP system - is setting the performance standard for ultra-HP/HT drilling, well testing, completion and intervention operations both on- and offshore.

Administrative Assistant

Helix Oilfield Services Ltd (HOS) are looking for a full-time Administrative Assistant to join our team, providing general administration and office support to the Operations Team within an Oil and Gas Services company.

In this role you will be involved in a variety of administrative activities including:

- Maintaining the company's QMS - ownership of departmental policies and procedures.
- Organising transport, hotels, flights and visas.
- Logistic support - Liaise with haulage contractors to coordinate uplifts in line with customer requirements.
- Assist in the preparation of documentation for shipments, ensuring these comply with all aspects of international trade in both Imports and Exports.
- Responsible for all QHSE updates
- Implement and follow the Company policy and procedures in Quality, Health, Safety, Security and the Environment.
- Maintain FPAL and input customer feedback.

We are looking for someone who is:

- Accurate, thorough and well organised, with excellent attention to detail.
- Able to work in a dynamic work environment.
- Adaptable and flexible approach to workload.
- A Team Player and can inspire increased productivity from teammates.
- Experienced in Office 365 and Sharepoint
- An effective communicator at all levels.

Minimum Experience:

- Administration experience in the Oil & Gas Industry
- Experience with MS office, Excel, Word and Outlook
- Experience of FPAL system preferred
- Effective communication and interpersonal skills including email and verbal.



Preferred:

- Financial understanding
- Drilling Equipment knowledge
- Technical Knowledge/awareness in the provision of drilling equipment

Company Benefits:

- Training programmes based on the needs of the organisation and the individual.
- Progression opportunities for committed employees with an interest in the oil and gas industry.
- Pension

Hours: 35 hours per week with the possibility of overtime.

Salary: Competitive - *negotiable based on qualification or experience.*

This job description is not to be considered exhaustive. You may be expected to contribute to other activities out with the scope of this job description.

Please note that if your legal right to work in the United Kingdom is subject to special conditions or if you're not currently entitled to work in the UK then you will need to specify these in your application cover letter or CV.

Location: Aberdeen

Application Deadline: 11th October 2018

Apply via email: recruitment@helixoil.com