

Job Description

N-ERGISE has an exciting opportunity to join the expanding team with the opportunity to work across multiple industry sectors with projects based in the UK and overseas.

Great opportunity for someone to work alongside experienced industry professionals with the desire to be mentored and developed.

Reporting to: Head of Projects

Main tasks of job:

- Creation of work-packs for offshore projects.
- Ensure that all procedures and specifications are adhered to and all related documentation is completed to enable job completion handover.
- Ensure all materials and equipment meet company and client procedural/specification requirements.
- Attend project planning meetings and ensure client requests are implemented.
- Ensure works are carried out safely in accordance with company procedures and method statements adhered to.
- Ensure that project tasks are planned and executed to maximise efficiency and targets met.
- Maintain project time keeping and attendance records as per company guidelines.
- Ensure plant and equipment is within certification and maintained correctly.
- To alert the Construction Manager and / or QHSE / HR Manager of any potential problems or issues related to health, safety, the environment or quality within their team, area of work, or in connection with the project in general.
- To recognise and abide by company procedures and statutory acts, including the Quality Management System, the Health & Safety Policy, and company emergency and evacuation procedures.
- Liaise with the projects team to understand administration requirements for ongoing and future projects.
- Manage project documentation requirements in line with company Document Control procedure.
- Take minutes at Project Meetings.
- Manage the procurement of project related materials and liaise with suppliers.
- Manage loadouts of material, plant and equipment either for onshore or offshore projects.
- Manifest loadouts and review/retain certification accordingly.
- Support cost control requirements of projects, compiling subcontractor invoices and updating costing spreadsheets.
- Visit sites to monitor progress and inspect HSEQ working practices.

Requirements:

Energy sector or relatable engineering industry experience is essential
Flexibility to travel

Proficient with Microsoft Office; Outlook, Excel, Word, PowerPoint, etc.
Basic understanding of Microsoft Project would be desirable.

Qualifications:

Engineering related qualification would be desirable.
A recognised Project Management qualification would be desirable.

Competitive package available for exceptional candidates

Career path and development opportunities available for highly motivated individuals.

Your main place of work will be N-ERGISE HQ - Great Yarmouth, UK

Benefits:

- On-site parking
 - Private medical/dental insurance
- Job Types: Full-time, Permanent

Application and CV to be issued to jobs@n-ergise.one