



Job Description - Field Admin

Job Purpose

To support the effective delivery of catering, accommodation, and ancillary services on an offshore installation, in line with established work routines or task analysis, and the defined scope of services. The Field Admin plays a key role in maintaining high standards of service and in supporting the health, comfort, morale and well-being of all personnel onboard. This role is essential in contributing to a positive living and working environment, while ensuring full compliance with offshore safety, health, and hygiene regulations, as well as the offshore installation and Company procedures at all times.

Main Duties / Tasks

- By utilising resources available, work as effectively and efficiently as possible to ensure the service is provided to the agreed standards
- Report any hazards or irregularities
- Report any damage or loss of inventory
- Manage reception service, allocation of accommodation, muster stations and lifeboat allocation
- Operation of personnel movements programmes to include checking of daily flights, arranging crew changes to flights, check-ins, departing personnel safety briefs.
- Ensure movements programme is accurate and up to date
- Carry out all logistic requirements in accordance with client's procedures
- Maintain all logbooks and paperwork, ensure IATA and IMDG rolls are in order
- Maintain an accurate POB and Lifeboat list in MAPS and distribute, ensure emergency muster board is always maintained
- Carry out boat manifesting if required
- Arrange helicopter evacuation in an emergency as directed by OIM
- Manage the muster control function as part of the emergency response team by collecting and on-passing the relevant muster station and POB information to the OIM

- Help with tasks you're able to do when needed, such as unloading containers

Additional Information

Responsibility for the Work of Others

- Responsibility for crew change flights, seat allocation and effective organisation of all inter-field flying requirements
- Responsibility for providing safety inductions for new starts
- Brief catering staff of requirements regarding bed changes and POB

Responsibility for Machinery / Equipment / Materials / Consumables

- Ensure equipment is used correctly, operated safely, maintained and kept clean and hygienic
- Carry out all work in line with Risk assessments, Safe Systems of Work, COSHH and Health and Safety at Work Act
- Notify line supervisor of any defects or maintenance requirements within areas of responsibility

Decision Making

- Take part in regular reviews and help identify and implement improvements
- Take responsibility for addressing your own development needs and future training requirements
- Fully support and participate in all Client and Company safety initiatives and training

Experience / Qualification

- Minimum two years work-related experience
- BOSIET / FOET
- Norwegian Escape Chute (*client specific*)
- MIST
- OEUK Medical & Food Handlers Medical

- Bi-Deltoid Shoulder Measurements
- Dangerous Goods Awareness by Air (eLearning)
- Dangerous Good Awareness by Air (Classroom) (*client specific*)
- Weather Observation (Meteorological Observer) / Weather Observation (Meteorological Observer) Refresher
- ROCC – CAA Radio Operator
- GMDSS – Restricted operator (ROC)(*client specific*)
- GMDSS – General Operator (GOC)(*client specific*)
- Vantage (Offshore Administrator)(*client specific*)
- Offshore Baggage Handler Search