

Crewing Coordinator

Purpose

Perform crewing activities on projects and general (project) support.

Reports to

Operations Support Manager

Tasks and responsibilities

- Responsible for planning of operational crew for the various projects; sourcing of freelance operational personnel as required, in consultation with the Project/Discipline Manager(s).
- Ensuring compliance according to industry and client standards (required qualifications).
- Responsible for maintaining up-to-date personnel records in the crewing system.
- Input and verify accuracy of relevant project data in the crewing system, eg sign on and sign off dates of projects.
- Responsible for coordination of offshore personnel for operational requirements.
- Arrange and make travel and accommodation arrangements in accordance with company policies, including general personnel movements.
- Maintain tracking of personnel; monitors personnel performance.
- Liaise with Agencies and subcontractors concerning tracking of timesheet and payments queries.
- Administer Personnel Competency Scheme and Evaluations.
- Provide up to date information to support the commercial department in tender phase;
- Check of incoming invoices (crew) for correctness.
- Coordinate the internal and external correspondence.
- Checking consistency in layouts of various outgoing documents.
- Provide reports to Operations Support Manager on personnel competency and training requirements, and update training and development requirements as and when identified.
- Provide reports to Operations Support Manager as required on personnel Competency completion for current and future grade assessments.
- Assist with other projects as assigned.
- Responsible for compliance with SCC (VCA) and ISO standards.

In the absence of the Crewing Coordinator, tasks will be undertaken by another Crewing Coordinator.

Preferred qualifications

- Mid-Level to Higher education degree.
- At least 2-4 years of relevant working experience in a similar position.
- Accurate and strong administration skills.
- Excellent command of the Dutch and English language, spoken and written.
- SCC (VCA) certified.
- Good knowledge of compliance with Industry standards and relevant legislation.

Preferred competencies

Bluestream core values

- Commitment
- Communication
- Client Focus
- Control risks
- Compliance

Functional competencies

- Relating and Networking
- Persuading and Influencing
- Planning and Organising
- Delivering Results and Meeting Customer Expectations
- Following Instructions and Procedures
- Adapting and Responding to change