



PERSONNEL LOGISTICS COORDINATOR

SBM Offshore is a world leader in floating production solutions. Our main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading (FPSO) vessels. We employ over 4,800 people spread over eight locations, nine operational shore bases and the offshore fleet of vessels worldwide.

Through our local affiliate, Guyana Deep Water Operations Inc. (GDO), we are the Operator of the Liza Destiny FPSO, which will be located in the Stabroek Basin, approximately 200km northeast of Georgetown offshore Guyana.

We are looking for a **Personnel Logistics Coordinator** to work in our Shorebase in Georgetown.

The main responsibilities for this position include:

- Coordinate travel logistics for offshore crew (airfare, hotel, taxi);
- Liaise with Travel Agency to amend travel arrangements, resolve issues;
- Coordinate and communicate helicopter passenger lists to affected parties;
- Oversee Personnel Logistics System and ensure data is accurate;
- Review vendor invoices and employee expense reports for accuracy;
- Prepare reports on an ad hoc and monthly basis;
- Work with Training Coordinator to organize training logistics;
- Work with Training Coordinator to ensure offshore travellers hold valid certificates and ensure re-certification is done in a timely manner;
- Provide back-up reception as required;
- Provide administrative assistance to other departments as required.

QUALIFICATIONS / SKILLS / EXPERIENCE

- 3-5 years' experience in a similar role;
- High attention to detail;
- Ability to multi-task and manage conflicting deadlines and priorities;
- Strong knowledge of Excel and Word;
- Experience working with databases and organizing large quantities of data;
- Must be Guyanese living in Guyana.

WORKING CONDITIONS

- Monday to Friday, 8 hours per day;
- Office located in Georgetown;
- Busy, fast-paced environment;

COMPENSATION PACKAGE

- Permanent, full-time position
- Competitive salary
- Medical and Dental benefits

If you are interested in this exciting opportunity, please send your CV to:

The Director

Manpower and Recruitment

El Dorado Offshore

23 Brickdam, Stabroek

Or email CV to recruitment.gy@eldoradooffshore.com

At this time we are seeking candidates who are Guyanese.

We wish to thank all those who apply for their interest, however only those selected for an interview will be contacted. For more information on SBM, please visit www.sbmoffshore.com