



# TRAINING 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 **Training Coordinator** to work in our Shorebase in Georgetown.

## KEY DUTIES

The Training Coordinator ensures our employees and contractors have all the training required to do their job safely.

- Schedule required training for new hires;
- Maintain the training database to ensure it is up to date;
- Prepare monthly and ad hoc reports on crew competency and training completion;
- Validate the training certifications for contractors, visitors and non-core crew travelling offshore to ensure they meet SBM standards;
- Monitor expiry dates to ensure certifications remain valid;
- Coordinate internal training events with Operations Head Office;
- Help to qualify local training providers in order to build local content;
- Build good relationships with vendors globally;
- Prepare training budget and forecasts.

## QUALIFICATIONS / SKILLS / EXPERIENCE

- 3 to 5 years' experience in a similar role;
- High attention to detail;
- Strong knowledge of Excel and Word;
- Experience working with databases;
- Ability to multitask and manage several priorities;
- 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](mailto: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](http://www.sbmoffshore.com)