

OPERATIONS PLANNING & RESOURCE ASSISTANT

Georgetown, Guyana

About Us

We are Schlumberger, the leading provider of technology and services to the energy industry. Throughout much of the oil and gas lifecycle in over 120 countries; we design, develop, and deliver technology and services that transforms how work is done.

We define the boundaries of the industry by unleashing our talented people's energy. We're looking for innovators to join our diverse community of colleagues and develop new solutions and push the limits of what's possible. If you share our passion for discovery and want to find out what you could really do, then here is the place to do it.

Job Summary

The Operations Support Engineer/Assistant is responsible for delivering safe, efficient, and reliable Product & Service Delivery to customers. The Operations Resources Assistant identifies opportunities to improve service delivery, and provides technical assistance.

Relationships:

Directly reports to the Product & Service Delivery Manager.

Responsibilities:

Candidate's duties may include the following:

- Track jobs start/end dates in the planning system of record to coordinate scheduling and mobilization of to/from and between rigs and service delivery locations.
- Support the data entry of personnel to jobs in the planning system of record and initiate relevant notifications to all involved parties.
- Perform administrative tasks related to import/export and interlocation shipments, including physical and system-based actions.
- Perform administrative tasks related to entering M&S requests into the appropriate business systems.
- Support the Workforce Coordinator to ensure that operators are assigned to jobs in accordance with their field employee management plans to comply with service delivery development.
- Review Operators' availability and work with Workforce Coordinator for sharing (inward/outward) as required to cover imbalances.
- Coordinate with employees' management on effective balance of days of rest, vacation, and rig days for field to ensure adherence to the work schedules.
- Maintain permits for equipment, transportation of dangerous goods paperwork, and insurance paperwork.
- Complete fixed asset disposal paperwork or fixed asset acquisition paperwork, and review monthly asset movements reports.
- Support Asset Coordinator in completion of fixed asset reconciliation tasks.
- Assist TLM in equipment receptions and on-boarding, including mechanical lifting duties for shipping.
- Other duties and special projects as assigned.

Minimum Qualifications and Requirements:

- Bachelor's Degree in Business Administration is preferred
- Minimum 2-3 years experience with Business Administration
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office applications
- Must be detail-oriented and demonstrate excellent administrative and organizational skills.
- Ability to share knowledge and work in a strong team-oriented environment.
- Strong problem-solving abilities, proactive, fast learner, good organizational and time management skills.

How to Apply

Send resume and cover letter to gycareers@slb.com with the subject line: **OPRA – Your Name**. Resumes should also be saved with the applicant's first and last name. **The deadline for submission of application is September 17th, 2021**

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.