



SAPEM has a vacancy for a Crew Change Coordinator

Introduction	
Job Title:	Crew Change Coordinator
Business Line:	Asset Based Non-Drilling
Department:	HR
Requirements	
Qualification:	Degree in Public Management or Business Management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	Minimum of 2- 4 years in a related field
It Skills:	Microsoft Office
Soft Skills:	Interpersonal, communication, organizational, detail oriented
Nice To Have:	SAP Knowledge
Location:	Georgetown

OBJECTIVE:

To ensure timely movement and accommodation (as required) of all SAIPEM personnel and subcontractors to/from offshore.

RESPONSIBILITIES AND DUTIES:

- To be familiar with immigration rules and regulations and ensure SAIPEM’s compliance.
- To coordinate the provision of proper and safe transportation of SAIPEM’s personnel and subcontractors either by ground transportation, helicopter or support vessel to/ from offshore locations
- To coordinate accommodation (as required) for personnel during transit to and from offshore locations.
- To issue helicopter requests and requests for service to agents for services provided.
- Ensure possession of current P.O.B lists for offshore personnel is maintained.
- Meet and Greet On-signers and Off-signers at both airports when required.
- To communicate regularly with the supervisor on all administrative matters
- To ensure all arrangements are in place regarding transport, hotels, travel tickets etc. during vessel mobilization/ demobilization phases, including crew changes.
- To ensure all activities are carried out in a manner consistent with SAIPEM’s policies on health, safety, quality and environment.
- To ensure own safety and that of others is not compromised or placed at risk.
- Any other duties as assigned.

Please send your resume with the subject “**Crew Change Coordinator**” to saipemgcareers@saipem.com

Please note, the closing date for applications is **October 31st, 2024.**

Shortlisted candidates will be contacted.