



SAPEM has a vacancy for a General Services Officer.

Introduction	
Job Title:	General Services Officer
Business Line:	Asset Based Non-Drilling
Department:	HR
Requirements	
Qualification:	Degree in Business or Public Management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	Minimum of 3-4 years in a related field
It Skills:	Microsoft Office
Soft Skills:	Interpersonal, communication
Nice To Have:	SAP Knowledge
Location:	Georgetown

OBJECTIVES:

- Run the General Services activities relevant to the management and maintenance of company facilities such as offices, accommodations, yards, in line with the Corporate/Company guidelines, procedures, standards and work instructions, ensuring quality, cost efficiency, safety, security and sustainability.
- Overseeing and coordinating the daily operations of company car fleet and drivers.
- Execute any other General Services operational needs / tasks as instructed.

RESPONSIBILITIES AND DUTIES:

- Assist in the coordination of buildings’ maintenance and contract management.
- Provide support to manage office and equipment layout activities as well as supplies procurement and management.
- Report on General Services activities.
- Coordinate and maintain the company car fleet.
- Inform the Driver of transportation needs.
- Communicate with Transportation Vendor/s to ensure contractual terms are adhered to.
- Ensure Drivers report to duty on time and timesheets are submitted and approved in a timely manner.
- Serve as the main point of contact between Drivers and Management.
- Address Driver inquiries and resolve issues promptly.
- Track Driver performance metrics, including safety compliance.
- Conduct regular performance reviews and provide feedback.
- Organize ongoing training sessions for safety and compliance.
- Ensure all Drivers adhere to safety protocols, company policies and local regulations.
- Prepare regular reports on driver performance and operational efficiency.
- Analyze data to identify trends and areas for improvement.
- Address operational issues as they arise, finding effective solutions.
- Collaborate with other departments to enhance service delivery.
- Review and process all Proforma Invoices submitted promptly.
- Any other duties as assigned.

Please send your resume with the subject "**General Services Officer**" to saipemgycareers@saipem.com

Please note, the closing date for applications is **October 28th, 2024.**

Only shortlisted candidates will be contacted.