



Position Title: Technical Services Coordinator

About Us:

TechnipFMC is a global leader in subsea, onshore/offshore, and surface projects. The organization's proprietary technologies, production systems, integrated expertise, and comprehensive solutions are transforming clients' project economics. To learn more about how the company is enhancing the performance of the world's energy industry, go to www.TechnipFMC.com.

Description:

The Technical Services Coordinator manages the schedules and day to day operations of all the Technical Service Personnel. He/She must be able to manage a large group of diverse personnel in a professional manner. The work environment is fast paced and the Coordinator will need to be able to make quick and sound decisions. The Coordinator is responsible for working in tandem with our clients to provide long term and short term forecasting within the department.

Responsibilities:

- Coordinates the technical and logistic support for Technical Service Personnel.
- Plans, schedules, and tracks Service Technicians for day-to-day operations, plus utilization of both field and in-shop labor.
- Active participant in field service operations and on-call rotation.
- Tracks and organizes training for Service Technicians.
- Works under the Service Manager to develop knowledge of FMC inter-office processes.
- Serves as the initial point of contact for Technical Service Personnel to supply technical expertise and /or obtain engineering support. Assists with logistics including travel for Technical Service Personnel.
- Schedules and coordinates Technical Service Personnel by providing long and short range forecasting to ensure best match of individual capabilities.
- Reviews each Field Service Report to ensure all required documents are included, filled out completely and accurately, and filed properly for future reference. Generates end of well reports and supplies this information to the product group.
- Enters reliability data, experience log data, and uptime-downtime data into the appropriate information databases.
- Participates in and directs service personnel attendance in safety meetings, safety huddles, and service assistance for ongoing Drilling, Completions, & Controls projects.
- Ensures service utilization is both maximized for profitability and balanced for personal life.

Requirements:

- Guyanese National
- Minimum High School diploma or equivalent required
- Strong planning capabilities, organizational skills, leadership ability, and customer service skills
- Able to interpret internal and external business challenges with impact on the organization and recommends best practice solutions
- Ability to analyze trends or deviations from standards and implement creative and unique cross-functional solutions
- Proficiency with applicable software applications in related field



- Required to pro-actively interpret job requirements and coordinate Personnel on assignment
- Strong organizational skills as well as the ability to effectively communicate in English and take a leadership role over the group for which they coordinate
- Able to effectively communicate complex information to both management and other employees, anticipating questions and focusing on key elements. Handles sensitive issues and exhibits exemplary customer service to internal and external customers
- Ability to work in a team-oriented environment is critical
- Ability to give and receive constructive feedback and coaching, and respond appropriately
- Understanding and communication within diverse cultural environments is critical

Instructions to Apply:

Send resume and cover letter to

TechnipFMCGuyana@technipfmc.com with subject line:

“Technical Services Coordinator - First and Last Names”