



CAREER OPPORTUNITY

Cargo Carrying Units (CCU) Coordinator

Description:

As the Cargo Carrying Units (CCU) Coordinator you will work directly with the General Manager to ensure the day-to-day operations goals are achieved.

Duties and Responsibilities:

This job description is intended to outline the primary duties, qualifications, and job scope, but it is not limited to the tasks listed. Additional responsibilities may be assigned as needed.

- Coordinate all job types executed by the Company, inclusive of, but not limited to, CCU load outs, CCU maintenance and CCU decontamination and equipment dispatch/ rentals.
- Coordinate, where required, inter-departmental functions to ensure that all resources required and processes employed in the execution of jobs are of consistently high quality resulting in successful job execution.
- Setting up meetings, planning and preparing presentations, preparing reports, receiving clients' instructions to render our services, communicating product portfolio to prospective clients.
- Generation of tenders and proposals inclusive of budgets and technical information and work with internal teams to ensure that business prerequisites such as prequalification documentation are fulfilled within a timely manner.
- Assist with and proactively engage in the maintenance and/ or execution of the Company's HSEQ Management Systems

Minimum Qualifications:

- Bachelor's Degree in Project Management, Engineering discipline or an acceptable combination of academic qualifications and work experience

Experience/Skills:

- At least 5 years' experience in oilfield support services
- General and functional understanding of offshore operations
- General knowledge of HR policies and procedures
- Ability to gather, analyze and interpret data



- Excellent oral and written communication
- Customer Focused
- Planning, Organizing and Time Management
- Attention to Detail
- Problem Solving/ Decision-making
- Teamwork
- Interpersonal Effectiveness
- Computer Skills*
- Unit Conversion

Remuneration:

Compensation will be based on academic qualifications and experience.

Only shortlisted candidates will be contacted.

Applications along with three (3) professional references should be emailed to jaishree.ramprasad@tigerrentals.com

CLOSING DATE FOR APPLICATIONS: 20 September 2024.