



Position Title: Field Service Coordinator

About Us:

We are a leading technology provider to the traditional and new energies industry; delivering fully integrated projects, products, and services. With our proprietary technologies and comprehensive solutions, we are transforming our clients' project economics, helping them unlock new possibilities to develop energy resources while reducing carbon intensity and supporting their energy transition ambitions.

Description:

This position plays a critical role in planning activities, inventory and logistics to client requirements at various Field Locations (onshore and offshore) for Guyana Projects.

Responsibilities:

- Coordinates logistics, MRs, Backloads of Equipment to and from the various locations.
- Responsible for all documentation being entered and accurate in client logistics programs
- Maintains Inventory control of equipment, tools, and spares at all Field locations, onshore and offshore.
- Maintains constant communication with offshore/offsite personnel
- Reviews project equipment lists and document registry for projects.
- Works with the internal organization to set priorities to meet client schedules
- Work closely with TechnipFMC logistics department to track imports/exports
- Maintain an accurate account of all incoming/outgoing equipment and tooling
- Fields requests and helps coordinate responses with relevant resources.
- Implements programs and processes as needed in order to achieve business results.
- Ensures cooperation and interaction across diverse stakeholders both internal and external to the organization, often managing conflicting interests and/or demanding customers and suppliers to meet business needs.

Requirements:

- Must be a Guyanese National.
- Bachelor's Degree in Technology or Logistics
- 2 years field service experience or technical experience in drilling, completion or intervention preferred.
- PC skills with full knowledge of MS Office Suite and SAP.
- Strong organizational skills, planning skills, negotiation skills and strong interpersonal skills in order to interact with clients and co-workers.

Instructions to Apply:

Send resume and cover letter to <https://technipfmc.referrals.selectminds.com/jobs/field-service-coordinator-3282> with subject line: Field Service Coordinator - First and Last Names.