



## **JOB DESCRIPTION**

### **Admin/Secretary/Steward**

#### **Job Purpose**

As an integral member of the COTA team, you must contribute to the provision of quality catering, admin and heli-admin service adhering to health and safety guidelines and working regulations at all times.

#### **Main duties/tasks**

- By utilizing resources available, work as effectively and efficiently as possible to ensure the service is provided to the agreed standards
- Manage reception service; allocation of accommodation, muster stations and lifeboat allocation
- Carry out all logistic requirements in accordance with clients procedures
- Operation of personnel movements programmes to include checking of daily flights, arranging crew changes to flights
- Ensure movements programme is accurate and up to date
- Maintain all log books and paperwork
- Secretarial and Software support
- Maintain accommodation areas in a clean and sanitary condition at all times
- Cleaning, buffering, hovering, sweeping and washing floors, walls and ceilings to be carried out in accordance with company procedures and safe systems of work to the contract specified standard, and recorded in the cleaning schedules
- Notify line supervisor of any defects or maintenance requirements within areas of responsibility
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act
- Report all accidents and injuries
- Report any incident of fire, loss, damage, unfit food, and other irregularities and take such action as may be appropriate
- Embrace industry training and development and culture by
  - Attending Client and Company training courses as deemed necessary
  - Fully support and participate in all Client and Company safety initiatives
- All training initiatives which are identified are delivered to maintain the existing safe working practices and environment
- Waste segregation in accommodation areas
- Carry out additional duties and any other tasks within your competency, such as the unloading of containers, which form part of the company service to the customer, as requested by the manager

## **Additional Information**

### **Responsibility for the work of others**

- Provide training in IT packages
- Health and Safety, and hygiene standards

### **Responsibility for machinery/equipment/materials/consumables**

- Ensure correct use, safe operations and keeping clean and hygienic
- Basic maintenance and preparation for use
- SSOW
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, at all times, that all chemicals are stored correctly according to COSHH regulations
- Working knowledge of Company/Client Safety Management Policy

### **Decision making**

- Participate in periodical inspections and contribute to the process of identifying and implementing improvements
- Record & maintain work schedule with regards to maintenance procedures
- Identify personal training needs
- Take personal responsibility for closing identified development gaps and future requirements
- Personal competencies are known, understood, adhered to and updated on an ongoing basis
- Ensure the personal working hygiene standards meet both the company and statutory requirements

### **Communication/Contact with others**

- Communicate with colleagues and supervisors with regard to routine information
- Communicate with clients with regard to routine information
- Report any customer complaints immediately and take the necessary action if appropriate

### **Experience/Qualifications**

- Computer Literacy
- Client specific systems training
- GMDSS Certificate
- CAA Certificate
- Client Heli-Admin Training
- Certificate in Food Hygiene and handling of food (REHIS)
- 1 year offshore experience