



JOB DESCRIPTION

Administrator

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
- 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
- Manage reception service; allocation of accommodation, muster stations and lifeboat allocation
- Provide secretarial, administrative and software support
- 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
- Carry out all logistic requirements in accordance with clients procedures
- Maintain all log books and paperwork
- To type general correspondence on behalf of the senior management team. This may include reports, minutes, letters and memos.
- To ensure the established filing system is maintained by filing on-going correspondence immediately
- To attend senior management meeting to take minutes and ensure they are typed and distributed in a timely manner.
- To carry out ad-hoc duties such as faxing, typing and photocopying
- To carry out emergency response duties as assigned and update the emergency response board after ever change of personnel.
- To record and maintain the platform crew change rotas.

- Collate and control procedural and documentation changes and amendments
- To carry out the distribution of stationery and maintain appropriate stock levels.
- To ensure that the client Competence Assurance Programme files are maintained.
- Maintain all Core Crew personnel files
- To process invoice receipts, back charge receipts, monthly invoice breakdowns.
- To process orders of platform stock and bond items
- Complete and balance all bond end of trip/monthly reports
- Record and maintain all Safety reporting systems.
- 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

- 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
- 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
- Plan work schedule with regards to Management requirements.

Communication/Contact with others

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

Experience/Qualifications

- Computer Literacy
- Client Heli-Admin Training