



JOB DESCRIPTION

Field Admin

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
- Operation of personnel movements programmes to include checking of daily flights, arranging crew changes to flights, check-ins, departing personnel safety briefs.
- 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, ensure IATA and IMDG rolls are in order
- Maintain an accurate POB and Lifeboat list in MAPS and distribute, ensure emergency muster board is maintained at all times
- Carryout boat manifesting if and when required
- Arrange helicopter evacuation in an emergency situation as directed by OIM
- Manage the muster control function as part of the emergency response team by collecting and on-passing the relevant muster station and POB information to the OIM
- 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

- Responsibility for crew change flights, seat allocation and effective organisation of all inter-field flying requirements
- Responsibility for providing safety inductions for new starts
- Brief catering staff of requirements re bed changes and POB
- 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

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

- Maps trained
- Restricted VHF & CAA endorsement
- IATA trained
- IMDG trained
- Boat manifesting trained
- Computer Literacy
- Client Heli-Admin Training