



BARGE ADMINISTRATOR

RESPONSIBILITIES

- Compiles and maintains records of offshore project activities, performing a variety of clerical duties.
- Keeps track of personnel count, time, diary/rotational planner, project force account notification, 'mail routing, compile and maintain files and records of the activities of vessel, equipment in accordance with established procedures
- Performs land based office services and logistics such as record keeping, personnel movement, materials and supply handling, telephones, faxes, copying/scanning machines and assigned projects.

QUALIFICATION AND EXPERIENCE

- Should have a minimum 7 - 10 years' experience on offshore administration engaged in brownfield modification projects