



VACANCY PERSONNEL / HR COORDINATOR

CENTIPEDE OFFSHORE GUYANA INC.

JOB SUMMARY

Assist human resources staff with administrative services such as routine reports, analysis and maintaining files and records. Coordinate with offshore Operations, Personnel, and Training Departments in assignment of new employees and transfer of personnel to fill staffing needs as required by on-going drilling operations. Requires knowledge of personnel policies and procedures related to employment practices.

ESSENTIAL FUNCTIONS

- Act as liaison to all divisions for staffing assignment and transfers.
- Coordinate and schedule new employee initial assignment with Personnel, Training, and Operations Departments as required.
- Coordinate and schedule transfers of personnel to support changing business conditions.
- Assist in arrangement/scheduling of meetings and travel for personnel.
- Maintain and update employment documents, records and files.
- Enter data and coordinate transactions in Workday (HRIS) and any other employment software systems.
- Create and maintain various department reports and logs.
- Create and maintain personnel files for offshore employees.
- Participate in staff/recruitment meetings.
- Assist with general office functions and assist other staff as the workload requires.
- Perform other duties and special projects as assigned.

QUALIFICATIONS

- Bachelor's degree in Human Resource Management or similar, or
- Two years of experience in HR related field, or
- Any similar combination of education and experience.
- Experience in the Oil and Gas or Offshore industry preferred.
- An ability to manage a number of tasks simultaneously while meeting deadlines with good organizational and interpersonal abilities.
- An ability to handle sensitive and confidential information with exceptional judgment and discretion.
- Strong communication skills, both verbal and written.
- Proficient in Microsoft Suite applications.

Applications can be sent via email to resumes.guy@onejssl.com on or before April 24, 2022.