



Crewing Coordinator

Location – Ellon, Aberdeenshire

Company Overview

Film-Ocean, a Stapem Group Company is a Global ROV contractor providing subsea inspection and technical support to the Oil and Gas and renewable energy industries. Our unique offering enables clients to improve the reliability and operational efficiency of their subsea operations, reducing risk and cost while improving safety and performance.

Film-Ocean is the ideal place for talented individuals to come and work, learn and develop their careers. We will support individual's continual professional development in line with their personal and career aspirations.

We provide a competitive remunerations package with a friendly and open team environment, making Film-Ocean a great place to work. We are always interested in hearing from driven and enthusiastic people who want to be part of a fast-growing specialist subsea Company.

Role Summary

The Crewing Coordinator is ultimately responsible for all aspects of ROV crewing and personnel logistics as per project allocation. In addition, the Crewing Coordinator will also assist in various other tasks to ensure the operations team runs smoothly and efficiently.

Key duties and responsibilities to include, but are not limited to:

- Act as primary focal point for allocated project crewing, offshore personnel, clients and operations team regarding mobilisation, de-mobilisations and crew changes
- Liaise with the Operations Manager and Project Managers for scheduling and facilitation of offshore personnel crew changes
- Liaising with onshore and vessel management to plan and agree personnel movements
- Source offshore personnel from internal resources or 3rd party agents
- Manage global travel arrangements and in-country personnel logistical requirements
- Assist with the process of obtaining second passports, visa applications and work permits
- Focal point for travel providers, coordinate accommodation, travel and organise any other logistical requirements for project personnel
- Track comprehensive and accurate offshore personnel movements for project mobilisation, crew changes, crew availability, ensuring all personnel notified of mobilisation dates, rotations, base working, inductions and training days
- Provide payroll with accurate information from the personnel tracker, check and approve offshore personnel timesheets and expenses claims
- Assist HR Manager with offshore recruitment activities, sourcing suitable personnel, interviews, project specific work and new initiatives to improve the welfare of our offshore personnel
- Maintain electronic personnel records and certification, ensuring all necessary documentation is available and valid
- Coordinate, approve and log offshore personnel holiday's or leave requirements in conjunction with Operations Manager and Project Managers
- Order PPE requirements for offshore personnel
- Attend and minute crewing meeting and other meetings as required
- Monitor and upload performance appraisals for offshore personnel

- Providing administration support for training, development and competencies required for offshore personnel
- Support with the development and operation of the Asset and Crewing Scheduler software
- Act as a mentor to the Operations Coordinator
- Support with financial reporting
- Participate in out of hours on-call rota
- Undertake any other office duties as the Company may reasonably require.

QHSE Responsibilities

- Demonstrate personal commitment to Health, Safety, Environment and Quality
- Apply Film-Ocean and any Client's Health, Safety, Environment and Quality Policies
- Promote a culture of continuous improvement, lead by example and exceed Film-Ocean's commitment to HSEQ initiatives.

Essential requirements

- At least 5 years' experience a crewing role
- Knowledge of the ROV Industry
- Knowledge of crewing software
- Proficient with Microsoft Office

How to Apply

Interested in this position, then please submit your CV, cover letter and salary expectations.

Please note; Film-Ocean assess all applications based on merit. Should a suitable candidate be identified, Film-Ocean reserves the right to close the recruitment process prior to the advertised closing date. Only those candidates considered to be suitable will be invited to interview.

Should you have any queries regarding the role, or have any questions relating to your application, then please contact HR on careers@film-ocean.com

Closing date

Friday 22nd January 2021