

### **Administrator**

The Moray East Project is looking to engage an experienced Administrator on a full time permanent basis, to support the work of the Quality, Health, Safety, Security and Environment (QHSSE) Department. The role will involve, but not be limited to, the daily administration of the project's HSE databases and associated systems and will also provide support to the Project HSE Manager, HSE Design Manager and Head of QHSSE. There will be hourly contact with all onshore and offshore sites, all Client Representatives and Advisers and all staff. The main objective will be to ensure that all HSE-related information is captured and shared quickly and efficiently and thus allow the QHSSE team to act effectively.

#### **Main Accountabilities:**

The successful candidate will support the QHSSE team and can expect to carry out the following non-exhaustive list of responsibilities:

- Hourly/Daily administration of all observations, near misses, events and incidents reported at any of the project sites;
- Track, monitor and trend all HSE events, corrective and risk based actions and related information;
- Maintain the HSE databases and provide training to those who use them;
- Document control of HSE documentation generated by the team;
- Other tasks as requested by the department and Head of QHSSE

#### **Required Professional/Academic Experience:**

- Previous experience of working in an office environment

#### **Required Knowledge:**

- Good working knowledge of the full suite of Microsoft Office Packages, primarily Excel and Word.
- Excellent communication skills both written and verbal.

#### **Other:**

- Support the work of departments across the project and assist with ad-hoc tasks as and when they may arise.

To apply or for more information, please email your CV and covering letter to: [recruitment@morayeast.com](mailto:recruitment@morayeast.com)