

Oil & Gas Technology Group

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Oil & Gas

Technology Group

"Recruiting Top Talent for
The Upstream Oil & Gas Industry"

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Position Title:	Operations Coordinator
Salary Range:	\$9,500 per month including housing allowance
Classification	Full Time – Reside in UAE
Location:	UAE
Education Requirements:	B.Sc./B.Tech/B.E Degree, preferably in Chemical or Mechanical Engineering or equivalent relevant technical qualifications.
Experience Level:	Minimum of 10 years of Gas Plant experience with three years in a supervisory role. Minimum of 2 years of construction experience on Gas & Oil industry.

Job Description:

Liaise between Plant Operations and the Projects during the construction, commissioning and start-up phases of projects. Assist with company's competency programs, training programs, standards, audits, procedures and processes, including the transfer of the knowledge and experience of the new facilities to the Operations team. Provide backup to Plant and Terminal Shift Supervisors.

The operations consists of high pressure production wells, an oil/gas separation and stabilization plant, inlet compressors, booster compressors, high pressure reinjection system and pipelines. Condensate storage/ship loading, LNG regasification facility and the Gas Control Station for gas management and distribution are located at ship terminal.

Key responsibilities:

- Contribute to a high standard of HSE performance by following HSE standards at all times, including the prompt reporting of any safety or environmental hazards or incidents.
- Achieve personal OES responsibilities in support of company goals.
- Support the company's Apprenticeship program. This will include the preparation of the training material and transfer of technical knowledge.
- Coach, mentor and monitor competence development for the new operators and members of the Apprenticeship program. Assist with competency assessments.
- Liaise between Projects such as MCI and Compressor upgrades and Plant Operations during construction, commissioning and start-up phases.
- Assist with Operational review of submittals from projects and contractors / consultants. Support the Management control process during the construction. Support and coordinate the work control system (PTW, Risk assessments, etc.) when required.
- Provide backup to Plant and Terminal Shift Supervisor when required (e.g. training, sickness).
- Assist with Incident Investigations.
- Assist the Project team by providing technical knowledge and operational 'experience' input.

Assist with the writing and updating of operations documentation to ensure manuals, procedures, etc. are current and accurate.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Minimum of 10 years of Gas Plant experience with three years in a supervisory role.
 - Minimum of 2 years of construction experience on Gas & Oil industry.
 - B.Sc./B.Tech/B.E Degree, preferably in Chemical or Mechanical Engineering or equivalent relevant technical qualifications.
 - Comprehensive understanding of gas plant design, controls, maintenance and operations.
 - Experience with distributed control systems, gas processing and gas turbine and compressor operations.
 - Strong verbal and written English skills, including the ability to draft concise operating instructions and procedures.
 - Computer literate – Microsoft Excel & Word.
 - Strong leadership and supervisory skills.
 - Excellent teamwork, communication, leadership, organizational and planning skills
- Self-starter able to work with minimal supervision