



Job Description

Site Administration Assistant, Asset Management

Role Description (purpose):

The primary purpose of the role is to support the Asset Management site team on all matters related to building of Asset management systems for new build vessels. This includes reviewing and consistent organization of internal and external documentation from brands, shipyard's and suppliers, ensuring they are readily available to the Verification Engineers The role is also required to produce consistent and regular reporting on team key performance indicators as well as project progress and status. The role will also support the asset management site team in administrative tasks as directed

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|---|---------------------------|--------------------|-----------------------|--------------------------------|--|
| RUI: (if updating existing JD) | | Grade: | | DBS check required Y/N: | |
| Directorate: (Operating Company where Applicable) | CCS | Reports to: | Dennis Dietz, Manager | | |
| Function: | Administration Assistant | Team: | Asset Management | | |
| Direct reports : | Job Titles & Level N/A | | | | |

Accountabilities

- Responsible for the processing and organization of incoming and outgoing documents
- Support sourcing of documentation and research as outlined by the asset management team
- Tracking of correspondence with customers and suppliers
- Creating and retaining documentation of processes as directed
- Willingness to become familiar with technical language to support a greater understanding of the business.
- Liaising with, and acting as a central point of contact, for Asset Management staff based at site offices
- Maintaining and updating templates and reports as required
- Tracking of day-to-day tasks and production vs plan

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

Scope:

Part of the asset management site teams that are located at various yards around Europe, provide basic level coordination support to the teams, specifically around documentation control and reporting of progress. The role will liaise closely with the project coordinator located within the Southampton HQ to ensure that controls and communications are kept consistent throughout the Asset Management department

Problem solving:

Ability to assimilate information from various sources and in different formats. Apply consistent and methodical ways of organizing this information.

Be able to translate progress information from team members and convert to simple and clear reports

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

The role will be high impact as metrics, reports and tracking progress are key to success

Leadership (what level of management is required, ie multiple teams, or small teams) :

Role is not a management role, however the successful candidate should be confident working with colleagues from all levels of the organization

Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :

- Organized methodical approach to information
- Detail focused
- Friendly, approachable "can-do" attitude

Knowledge, Experience and Qualifications required:

Qualifications – essential:

- High School education or equivalent

Knowledge/ Experience – essential:

- Office administration or experience in a documentation/archiving environment
- Strong knowledge of MS suite tools such as Vision, PowerPoint, project, excel, word

Qualifications – desirable:

- Basic Project management

Knowledge/ Experience – desirable:

- Involved with project controls or analyst type positions

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| Issue Date: | | Issued by (name): | |
| REWARD ONLY | Grade: | RUI: | Date Approved: |
| | | | Initials: |