



**HR Contracts Executive**

**Job Title:** HR Contracts Executive  
**Department:** Business Services Department  
Reports to: Corporate Secretary  
Reporting to this Discipline:  
Location: Bristol Office, UK

**Qualifications** Experience &/or recognised qualification(s)

**Key Attributes**

- Methodical Approach
- Attention to Detail
- Communication Skills
- Time Management
- Tenacity
- Positive Attitude
- Self Belief
- Team Player
- Diligence
- Confidentiality
- Flexibility
- Good reporting skills

**JOB SUMMARY:**

The HR Contracts Executive is responsible for administration and follow up of the contracts of onshore/offshore freelancers/contractors as well as employees.

**RESPONSIBILITIES:**

Every employee shall be held accountable and responsible for:

- adhering to the Geoquip Marine Policies and Procedures relating to quality, health, safety and the environment. All Geoquip Marine personnel should not only adhere to the policies and procedures but should actively promote their contents to continually improve QHSE both offshore and onshore.

The duties assigned will be varied; these will include but not be limited to the following:

- the follow up of employment contracts and service agreements;
- the follow up of the timesheets of freelancers and contractors and the payroll of the UK employees;
- expense and holiday follow up;
- the payment of all staff working for Geoquip Marine;
- the follow up of the appraisal system;
- the setting up of skill and competency matrix to support career development;
- continued advancement and development of the company's existing HR systems;
- development of HR documentation systems and control systems;
- the implementation and running of suitable HR development systems for the Company's staff;
- the follow up of systems for GDPR security
- Promotion of HSE and ensuring HSE requirement are adhered to



**HR Contracts Executive**

- Responsible for the quality of service to internal and external clients including interested parties concerning all HR matters.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function

**Liaison**

The HR Contracts Executive will interface on a needed basis with the Project Managers and with all department heads.

I have vetted through the above job description by signing my confirmation and returning one signed copy of the said job description to the Human Resources, Administration and Training Department.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_