

## Fixed Term Vacancy – Junior Crew Coordinator

### We are Pioneers and Innovators!

This is an exciting opportunity to join our dynamic and expanding team in the Bristol office. The Geoquip Marine Group specialises in geotechnical site investigations for marine engineering and scientific research projects.

With over 30 years of experience in offshore data acquisition we strive to be the leader in safely delivering reliable geotechnical data for our customers.

We are committed to providing our employees a stable work environment with equal opportunities for learning as well as personal growth and **we encourage creativity and innovation**. Great importance is also placed on maintaining the health, safety and welfare of employees.

Above all, employees are provided the same concern, respect, and caring attitude within the organization as the company owes its success to each individual employee.

### Job Summary

The Junior Crew Coordinator is responsible for all aspects of global mobility including coordination of logistical requirements and documentation

### Functions and duties

The duties assigned to the Junior Crew Coordinator are varied, but will include:

- Liaise with Project teams, Drilling Manager, rig managers, client's offshore teams to confirm availability and confirm they hold all necessary up to date documentation and certificates for travel. Assist staff in arranging documents for visa applications and appointments. Track crew to provide availability to drilling/PMs. Follow the company travel policy gaining the appropriate approvals to ensure all costs are accounted for and approved.
- Check availability of requested crew sent by Project Managers and liaise with recruitment agency(s) for crew members. Ensure all crew members have appropriate documents/vaccinations to travel. Manage and update the crew tracker. Work closely with the team to ensure all information is updated and accurate.
- Provide support to Travel coordinators and relieve when the not available.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

### Qualifications and Experience

- Experience &/or recognised qualification (s)

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending us your resume and cover letter to [careers@geoquip-marine.com](mailto:careers@geoquip-marine.com) with the vacancy title as your reference.