

Fixed Term Vacancy – Travel Coordinator

Due to the ever-expanding growth of the offshore wind market, and our focus on renewable energy a fixed term opportunity has come available for a Travel Coordinator based out of our UK (Bristol) office. You will have the opportunity to join our vibrant and friendly team to help us coordinate the travel and accommodation needs for our employees and clients.

Your role will be varied, and you will work closely with our crewing teams, offshore crew and employees globally. Ideally you will have had some experience working within a similar environment and have a basic knowledge of travel coordination.

Job Summary

The Travel Coordinator will research, arrange, and coordinate travel, transportation and accommodation for employees and clients according to the business and budget need.

Functions and duties

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

- Ensuring stakeholders are replied to promptly and professionally.
- Liaising with travel provider for appropriate options
- Liaising with Department Heads, Rig Managers and Project Managers and crew members for travel needs
- Providing administrative and organisational support to the Office Manager and Crew Coordinator, ensuring bookings are handled in a proactive and responsive manner.
- Create supporting travel documents including joining instructions, travel letters and visa documents.
- Organise land transfers for crew members in vessel locations.
- Drafting letters and e-mails promptly.
- Handle written communication to and from internal and external customers e.g. letters, email and other correspondence.
- Any other tasks that might from time to time be necessary and are within the competence of the employee

Qualifications and Experience

Prior experience in a related industry.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending your resume to careers@geoquip-marine.com with the vacancy title as your reference.