

Connex Personnel is currently recruiting for two (2) Offshore Logistics Coordinator on an 8-month contract (offshore rotational) for an upcoming oil and gas project.

Job Responsibilities

- engages daily with the Well Site Lead (WSL) on personnel and equipment timings for time planner
- updates Kabal with personnel, equipment, dry bulk and fluids movements
- updates Kabal operations status with vessel movements, agrees with the WSL, and sends to daily distribution list
- updates Kabal with overnight vessels operations using feedback from nightshift deck crew
- updates offload and backload paperwork and distributes to the day shift deck crew
- sends a daily plan to the vessel for both shifts. If Dangerous Goods (DGs) are to be backloaded, prepares DG paperwork and transfers to the vessel
- completes the daily costs spreadsheet and sends to the Drilling Engineer
- completes all paperwork prior to vessel operations completion (Safety Data Sheet, backload manifest and waste transfer notes)
- obtains slops analysis from the Mud Engineer and sends them with paperwork to the vessel
- monitors weather for next vessel sailing to check adequate weather window to work the vessel
- completes deck planning to verify adequate rig space for receiving cargo
- sends loading instructions to the Supply Base team to verify priority cargo is accessible (no cherry picking). Where backloading from rig takes place, verifies available space
- determines specific loadout order for the rig to pick up oilfield country tubular goods in correct sequence
- liaises with the Drilling Engineer for deck layout on casing loadout (slick and centralized) to verify correct sequence for picking up on rig
- liaises with the Rigs Stability section for any Variable Deck Loading (VDL) issues which determines what may be picked up on rig
- liaises with the Mud Engineer for all Bulk loadouts, considering pit space which may be limited on the rig
- monitors empty skips availability for ship and skip operations as this impacts VDL; calculates full skips for VDL and replaces full skips with empty ones to maintain availability at the rig.

Education/Experience

- 10 years or more proven track record in Offshore Logistics related roles specific to offshore oil and gas operations in Newfoundland or Nova Scotia
- Proficient in Microsoft excel, PowerPoint, Kabal (Wellit)
- Deep understanding of deepwater drilling and completion operations, associated equipment, common suppliers, deck management on an offshore mobile offshore drilling unit, and logistics involved with executing well work.

Please submit your resume to hr@connexpersonnel.com

