



Innospection Limited · AB21 OGP - Aberdeen · United Kingdom

Operations Coordinator

Overview

Innospection, is a provider of advanced inspection services for the integrity and lifetime assessment support of onshore and offshore topside, splash zone and subsea assets. We offer innovative and unique R&D solutions to solve standard and niche inspection challenges.

We are currently looking to recruit an **Operations Coordinator** on a contract basis for our headquarters in Dyce, Aberdeen.

This role will support Operations in the quick turnaround of purchase orders and supplier delivery. To actively participate in all continuous improvement activities that support improvement in production and product build areas. Develop supplier relationship management process, including identification of key suppliers.

The successful candidate will report into the Global Operations Manager and will act as a close liaison with shop-floor Machine and Assembly Shop Supervisors, Suppliers and other key members of the operations team to ensure a high standard of customer service is delivered.

Working Hours

9am – 5pm core hours 5 days a week (Monday – Friday)
Initial 6 months contract

Main Responsibilities

- Ensure smooth running of business operations
- Assist engineering department with purchasing, completing PO requisitions; sourcing material, consumables and rental equipment from key suppliers.
- Carry out full PO process using Sage
- Assist and control buy vs rental costs and evaluate best course of action
- Coordinate and manage off rental equipment minimising overdue return and cost of keeping equipment
- Coordinate timely production planning on a daily basis to ensure manufacture and assembly of equipment / machinery is scheduled in-line with customer requirements to achieve high standards of on-time delivery
- Contribute to operational planning and development of the business through assisting project engineers in business improvement activities.
- Assist as and when needed on workshop floor ensuring all operational activities meet deadlines and meet quality standards

- Support the business with effective Supplier Relationship Management process
 - Key account management
 - Comprehensive supplier list – regular updates
- Create reports and track progress of projects and equipment using Hardcat and Sage
- Develop buying processes to support Project team
- Work closely with operations to identify, manage and control critical parts stock
- Play a pro-active role in housekeeping and continuous improvement initiatives. Ensure workshop is kept tidy and swept on a weekly basis.
- To ensure parts shortages, stock losses or quality defects affecting the assembly of products are resolved quickly and effectively
- Support the Workshop Supervisor to ensure that the goods received are in compliance with all internal documents; purchase order, technical specification, material certification and certificates of conformity. Raise any issues with appropriate personnel and coordinate course of action.
- When capacity and / or resources are scarce, be able to allocate and prioritise to minimise impact to business.
- Effectively manage of Hardcat Asset Management tool.

Minimum Requirements

- Applicant should be College Qualified or equivalent work experience.
 - Experience working across multiple business units
 - Experience working in an SME
 - Good understanding of project management
 - Good working knowledge of software systems including – Microsoft Office, Sage200 and MRP processes
 - Experience of supply chain management – Buying, PO Generation and Stock Management
- Full driving license required

Why Innospection?

- We are an expanding business with a wealth of opportunities for the right person
- We are an experienced team of experts
- We develop innovative new technology to help our clients drive performance
- We are offering a competitive salary and a benefits package?

How to apply

Please send your CV and covering letter to B.Mole@Innospection.com

Interviews will take place in September