

Currently, for one of our clients, we are looking for people to fill the position of **Business Administration Coordinator (m/f)**.

Business Administration Coordinator (m/f)

Miejsce pracy: Gdańsk (pomorskie) Numer referencyjny: a0taV000013dAD0QA2/jobs.pl

Opis stanowiska:

- execution of organizational tasks and activities required to enable and support IT and HR processes (e.g. creation of deployment schedules, application for allowances, time-tracking documentation / evidence in line with applicable HR requirements, mandatory (yearly) safety briefings, maintaining employee master data, connection with HR Department related to the creation of Hiring-out Agreements (HoA), etc.),
- maintenance of competency databases (e.g. UDT, the Polish state regulatory authority for technical safety, Center for Occupational Health) to ensure full compliance with applicable labor laws and the legal eligibility of SGRE and contractor personnel for project deployment, cooperation with HR Department,
- provision of support for site access authorization, offshore compliance requirements, and personnel eligibility verification (including governmental background checks for critical infrastructure),
- coordination of training activities with SGRE personnel, external contractors, and training providers,
- preparation and monitoring travel arrangements, travel expense documentation, general bookings and coordination activities (hotels, flights, training center etc.), cooperation with the Office Assistant,
- general purchase order creation for internal & external services / contractors,
- project support – Crew Change – create and maintain Crew Accommodation Plan,
- general cooperation with Office Assistant,
- support for Functional HQ and Local Management,
- ad hock tasks.

Wymagania:

- experience on a similar position – at least 2 years,
- experience cooperation with many stakeholders,
- good English, both written and spoken,
- good knowledge of Microsoft Office,
- ability to work in a team,
- attention to detail,
- good organizational skills,
- good communication skills, proactivity,
- positive can-do attitude,
- readiness to work on-site.

Ofertujemy:

- employment contract,

- development in an international organization,
- competitive salary and benefits (lunch subvention, holiday allowance, private medical care, sport card, life insurance),
- extra paid vacation days,
- interesting and challenging career path.

Kontakt:

Location: Gdańsk, Leona Droszyńskiego. Osoby zainteresowane prosimy o przesyłanie aplikacji klikając w przycisk aplikowania.

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