

Offshore Administrator

Verification of competence, education and training

Please note, MTCS may contact you via email to confirm this form was completed by you (the witness).

Candidate Name:	
Date of birth:	
Candidate email:	

I confirm that the person detailed above:

- 1 Has been employed by _____ (company name)
- 2 At the position of _____

Between the dates of _____ and _____
- 3 Totalling approximately _____ offshore days
- 4 I can confirm that the person holds a valid and authentic academic/trade qualification (where applicable) for the position at which they are employed (*please provide copies of certificates*) .
- 5 In my view the person has demonstrated the skills necessary to be deemed competent at the above grade in accordance with IMCA guidelines (if applicable) and within MTCS Competencies (listed on sheet 2). I would therefore like to recommend that they be assessed for the grade (*please provide copies of recent appraisals/performance reviews*).
- 6 The person has a valid offshore medical and survival suitable for the geographical area in which they work (*please provide copies of certificates*) .

Witness name:		Position:	
Witness signature:		Date:	
Witness email:		Witness contact no:	
Company name / address:			
MTCS (UK) Ltd Email: enquiries@mtcs.info		Tel: +44 (0)15394 40200 www.mtcsuk.com	

Job Summary:

To co-ordinate equipment tracking, produce written information as required and assist the Offshore Project Manager in the day to day running of the Offshore Project Team.

Entry Level Specifications:

- Current offshore topside UKOOA medical
- OPITO approved basic offshore survival induction and emergency training
- Computer skills including Excel, Word and Project
- Basic understanding of offshore/marine logistics and general administration procedures
- Desirable: formal HSE qualification

Competencies:

- 1) The ability to adhere to and co-ordinate workplace health and safety procedures
- 2) The ability to manage communication between the Onshore Management Team and the Offshore Project Team
- 3) The ability to co-ordinate equipment tracking activities
- 4) The ability to assist the Offshore Project Manager and co-ordinate administration activities
- 5) The ability to adhere to emergency procedures as required on the vessel or installation where operations take place