



# Workshop & Rental Coordinator

**IK-Norway as** is now looking for a Work Shop & Rental Coordinator with a minimum of 10 years' experience from mechanical workshop and responsibilities in Oil & Gas process industry, primarily from pressure testing, weld isolation and back-gas operations.

## Job Description

- Responsible for the Field Service workshop and equipment storage area.
- Responsible for rental administration and the incorporated logistics within these services.
- Responsible for tools, service and maintenance of the Field Service equipment rental fleet, and logging correct equipment status in the ERP system.
- Responsible for the coordination, training and follow up of the Mechanics in the workshop.
- Follow-up on external fabrication when required.
- Perform pre-fabrication projects initiated by dep or project manager.
- Participate in kickoff and pre-ops meetings for Field Service.
- Participate in SJA`s and other risk management activities.
- Perform other tasks as needed.
- Participate and understand the Company's HSE and Quality assurance measures.
- Ensure that guidelines, procedures and tasks are followed responsibly by the workshop personnel.

## Authority

- Delivery and receipt of rental equipment
- Purchase tools and equipment according to authority matrix
- Certification of workshop equipment
- Print out test reports for rental equipment
- Authority to act within the framework of the FS workshop budget

## Skills and Experience

- Technical College or higher (work experience can compensate for lack of formal education).
- 10 years' experience from mechanical workshop and responsibilities in the Oil & Gas process industry, primarily from pressure testing, weld isolation and back-gas operations (lack of years can be compensated by formal education)
- Structured, systematic and trustworthy

**Workplace:** Mainly at IK Field Service Workshop, Christian August Thorings veg 9

**Start:** From 01.01.2019

For more information about the position, please contact Department Manager Field Service Peter Bjørnsen mob. +47 91 61 69 16

Please send your application and CV to [Job@IK-worldwide.com](mailto:Job@IK-worldwide.com)