



Job Description

Form Ref.: F-RX49

Rev. No.: 0

Page No.: 1 of 2

Job Title:

Systems Co-ordinator

Purpose

This role is an office-based role in the company headquarters in Portlethen. You will assist in the general support and development of systems & processes using various systems to improve, streamline and digitalise processes.

Requirements

Education: Degree educated preferred

Other: Experience in a similar role advantageous.

Core Responsibilities and Key Tasks

- Administrator for People HR ensuring training records are up to date by creating digital monitoring, electronic reminders utilising share point where possible.
- Ensure compliance to GDPR
- Assist the Finance HR & Systems Manager with coordination of information from various departments and establish a control centre for policies and procedures, helping to streamline the systems for a more efficient working environment.
- Overview the loading of documents into SharePoint for the Document Management System, troubleshoot any issues, support, and training other users.
- Load all QHSE, Finance and HR documents as required into share point
- Assist Finance, HR & Systems Manager with all company projects as set out in the company development plan.
- Maintain change of management for the share point system
- Be aware of and adhere to requirements of the company's policies, objectives and systems relating to Quality, Health & Safety and Environmental management.
- Development of systems from paper based to online digital formats.
- Subject to the Company's workload, perform any other tasks within your capabilities for the Company as required by the Senior Management Team.

Basic Training

Various internal procedures



Job Description

Form Ref.:	F-RX49
Rev. No.:	0
Page No.:	2 of 2

Reporting

The holder of this position reports to: Finance HR & Systems Manager

Other staff reporting to this position: