



## **About Randridge**

**Randridge are an Irish based Global Electrical & Instrumentation Contractor.**

Randridge works internationally on a wide range of different construction and maintenance projects across the energy, petrochem, pharmaceutical and industrial sectors. We currently employ over 650 people and have offices in Ireland, the UK, Mainland Europe, South Africa.

Randridge seeks to employ the best people, invests heavily in training and education, and ensures that the highest standards of health, safety and governance are applied throughout the organization.

Our people are our success. As one of us, you will contribute to engineering excellence for the high-tech markets of the future. At Randridge, you will be part of a family orientated global community of professionals who are ambitious and passionate about getting things done. Together, we will build on our company's long history and keep on leading the way to a better tomorrow.

**Job Title:** Administrator Assistant

**Location:** Thyborønvej 78, DK-7673 Harboøre, Denmark.

### **Key Responsibilities of the Role:**

- Keep Rotation schedule up to date with new men and men leaving.
- Flight requests submitted.
- Pick up information and flight tracker kept up to date.
- New men provided with travel information.
- Driver informed of flights and planned transport.
- Camp management, control of movement of men, assigned cabins, full history kept.
- Km tracker kept up to date.
- Vehicles managed with companies if they have issues.
- Manage drivers license's, new drivers etc.
- Fuel card managed, receipts tracked and fuel top up requests submitted.
- Clock times managed and uploaded to Share Point.

- Clock times submitted for sub contractors.
- Timesheets checked.
- Discrepancies on times managed with site PM.
- New men uploaded to clock, faces recorded.

**Benefits:**

- Competitive Salary
- Career Growth

**Randridge is an equal opportunities employer.**

*We welcome applications from all suitably qualified candidates regardless of their race, sex, disability, religion/belief, sexual orientation or age*

**To apply please send your most up to date CV to careers@randridge.com stating the job you are applying for in the subject line of the email.**