

## Operations Manager

### About Oceanteam Solutions

Oceanteam Solutions has more than 15 years of proven track record in the offshore renewable and oil & gas market. Oceanteam Solutions has facilitated various projects for the submarine cable, flexible pipelines, and umbilicals by supporting its clients with equipment, storage, handling, and transport requirements through Service Level Agreements or on a project basis.

Oceanteam Solutions delivers to its client a complete offshore service cycle that includes the five main key elements. Oceanteam Solutions is part of Combifloat.

Visit our website for more information [www.combifloat.com](http://www.combifloat.com) / [www.oceanteamsolutions.com](http://www.oceanteamsolutions.com)

### The role

Taking the responsibility for the successful implementation and coordination of yard and projects around the world.

### Tasks

- Manage all maintenance programs for equipment, yard and materials.
- Executes all correspondence for the project and is responsible, in cooperation with the Project Manager for ensuring that relevant correspondence incl. variation order requests, insurance claims, notices etc are submitted to the client in a timely and correct manner.
- Evaluates the effectiveness of company processes, the reliability of information provided and follows up legislation requirements and changes.
- Optimizes administrative procedures to ensure effectiveness in day to day operations.
- Creating and maintaining operational efficiency and effectiveness.
- Manages people resources on projects (agency staff and subcontractors). This includes a.o. travel and visa arrangements and handling of related invoices.
- Ensures that quality, health, safety and environmental procedures are adhered to as per industry standards.
- Responsible for on-time and accurately administration of all invoices related to Oceanteam Solutions
- Interacts with customers, suppliers and staff on finance and administrative related issues.
- Ensures the appropriate documentation and make sure archive is up to date.
- Ensure project compliance companies procedures relating to procurement and purchasing.
- Monitors, reports on and evaluates subcontractor's performances and ensures subcontractor's compliance with agreed terms and conditions of subcontracts and purchase orders.
- Assist in the monitoring of relevant project costs and preparation for the weekly report.
- Handles the incoming invoices and books all sales invoices equipment and follows the status in cooperation with the Commercial Manager.
- The optimal presentation of the material offered at our location – where you do not shy away from challenges and have an eye for detail.
- Coordinating site security.

### Responsibilities

- Proper project execution after contract award till project completion according contract scope of work of smaller projects
- Execution of the project within the planning and budget
- Execution of the project according the agreed quality standards
- Provision of all financial information to enable Accounting Dept to prepare all invoicing

- Report HSE-issues immediately according applicable reporting lines
- Contract ownership

#### **Authorizations**

- During project execution phase to take those measures to safeguard timely, safe and professional execution of the contract within the boundaries of the project scope and relevant corporate procedures.
- In case of severe HSE issue: stop work and immediately report to Manager Operations

#### **Education/background:**

- TU/HTS Naval Architecture, Mechanical Engineering or similar
- Naval Academy
- Technical Superintendent or Surveyor
- Familiar with the most common software applications
- Minimum 10 years experience in similar function

#### **Interfaces:**

Internal interfaces: Commercial Manger, CEO, CFO

External interfaces: Clients, Suppliers, Terminal and other relevant parties such as employment agencies, offshore agencies etc.

#### **Working at the Combifloat Group**

*We are driven by knowledge on our products and (niche) markets.* We are entrepreneurial at heart, with an innovative track record and deep knowledge on our products. Our roots are in Rotterdam and we serve our clients around the world with a dedicated and compact team.

*We work truly globally.* Recent projects have been completed in Austral Asia, Europe, Africa as well as South America. Our stock is kept in strategic locations to quickly serve clients and guarantee short delivery times.

*We are proud of our heritage.* Founded in 1957 in Rotterdam, Combifloat's head office is located in Capelle aan den IJssel, The Netherlands with a branch office located Dubai, United Arab Emirates.

#### **Procedure**

- We use LinkedIn and direct applications for our procedures.
- We focus on EU nationals that can reside in the Netherlands.
- An initial response might take 14 days.
- In case of interest we will contact you and otherwise you will receive a standardized note through the LinkedIn messaging systems as the number of applicants is large.