

## Job Description

Position: Technical Assistant

Location: North Slope

Duration of contract:: 11 months

Required start date: October

Number of Positions: 1

## Work Description

The role is designed to assist in the delivery of excellence in engineering support to operations teams through the provision of efficient technical assistance to the respective engineering support teams.

## Responsibilities

The duties and responsibilities for this role are as follows:

- Develop and maintain a team dashboard.
- Consolidate and track actioning log to ensure prompt follow-up (6PP, IM, P-forms, PUR, etc.).
- Maintain master piping and instrumentation diagram (P&ID) folder to ensure red-lining activity progresses accurately to completion.
- Gather, manage and report on data in various databases and systems to include:
  - Client's Capital Value Process (CVP)
  - Development of decision support packages
  - Management of Change (MOC) system
  - Process Safety Management and Assurance
  - Integrity management standard
  - Compliance
  - Process upset reporting (PUR)
  - Business delivery and defect elimination
  - PRIDE system
  - Condition-based maintenance programs
  - Team websites
  - Communication
  - ProcessNet
  - Performance management
- Undertake the following organization and communication activities:
  - Develop presentation materials and ensure availability of IT equipment.
  - Organize meeting agendas and facilitate regular meetings.
  - Organize internal and external meetings, teleconferences and team events as required.
  - Coordinate activities with other asset Technical Assistants.

### **Experience & Knowledge**

To be considered for this role, applicants must have the following qualifications:

- University degree
- User knowledge of basic Microsoft Office applications
- Experience working with data
- Experience in data privacy / confidentiality

### ***Preferred Qualifications***

In addition to the required qualifications, the successful applicant is likely to be able to demonstrate the following:

- Excellent communication skills
- Ability to work as part of a team
- Proven time-management skills
- Ability to work under pressure
- Business awareness
- Organizational skills

Clerical ability

### **Any Other Relevant Information**

University degree required

Fluency in English required

Local Candidates Preferred