



## Project Coordinator

**WellPerform is looking for a dynamic Project Coordinator to assist our Engineering Teams.**

The Project Coordinator will be in charge of assisting our project teams in organizing our ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, expenditures, organizing and participating in stakeholder meetings.

To be successful as a Project Coordinator, you will need to be able to work according to given deadlines, be competent in using Microsoft Office applications, and have exceptional verbal, written, and presentation skills.

You will need to be a motivated and dynamic individual that is not afraid to take initiative on solving the tasks at hand.

### **JOB DESCRIPTION / AREAS OF RESPONSIBILITIES:**

- Prepare and maintain project plans and work schedules
- Responsible for in-house data management in accordance with GDPR
- Assist with maintaining internal management systems
- Organize travel for all staff and consultants
- Liaise with offshore and onshore personnel
- Providing administrative support to project teams members
- Preparing necessary presentation materials for meetings
- Facilitate meetings and distribute minutes to stakeholders

### **MINIMUM REQUIREMENTS:**

- Relevant experience from similar position and industry experience is a benefit
- Exceptional verbal, written, and presentation skills
- Competent user of MS Office, especially Excel and MS Projects
- Ability to work effectively both independently and as part of a team
- Knowledge of Project Management principles
- Knowledge of file management, data management and other administrative procedures
- Proficiency in several languages is a benefit

Please submit your application and CV together with complete documentation of above experience no later than **January 18<sup>th</sup> 2019**

### **COMPANY INFORMATION**

WellPerform was founded in 2005 in Copenhagen, Denmark and specialises in Well Management and Consultancy Services for the upstream Oil & Gas industry.

### **TRACK RECORD**

We have a customer base of over 50 clients worldwide and have been involved in over 500 well construction projects.

### **OFFICE LOCATIONS**

- Holte, Denmark
- Esbjerg, Denmark
- Aberdeen, Scotland
- Mumbai, India

### **JOB INFORMATION**

**Job title:** Project Coordinator  
**Start:** Flexible  
**Area:** Denmark  
**Location:** Esbjerg  
**Type:** Part / full time  
**Duration:** Permanent

### **CONTACT INFORMATION**

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