

# Logistics Administrator Job Description

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- Ensuring that all workers have appropriate medical, offshore survival, induction and project specific requirements prior to mobilization
- Maintaining and updating new rosters
- Raising change requests
- Coordinating and planning labor resource pool across the construction group in order to ensure effective and efficient use of personnel
- Creating and managing budget reports
- Conducting the process to ship code bills and check requests
- Logging data related to logistic administration into the shipping system
- Liaising and communicating with customers with respect to parts and delivery schedules maintaining client database
- Tracking and highlighting changes to onshore logistics for aviation purposes
- Managing and overseeing administrative processes as instructed by the supervisor
- Interacting with both internal and external suppliers related to deliveries cover for the organization's departmental colleagues while on leave or absent
- Tracking orders in order to ensure timely delivery
- Planning and organizing shipments in conformity with product availability and customer requests
- Maintaining accurate and updated records of orders, suppliers, and customers
- Providing information to clients or customers about the status of their orders.