

Location: Aberdeen (Hybrid/Flexible)

Reports to: Managing Director, Ogenus Offshore

Salary: Competitive base + performance-based bonus

About Ogenus Offshore

Ogenus Offshore is a specialist energy recruitment and contractor services company supplying personnel across subsea, IRM, and marine operations globally. We pride ourselves on doing things differently — contractor care, compliance, and delivery matter here. We're growing fast and are looking for someone who can grow with us.

The Role

We're looking for a hands-on Delivery & Operations Supervisor to lead our contractor delivery and operational support across live offshore projects — primarily from Aberdeen. This is a hybrid role combining **recruitment delivery leadership** with **operational contractor management**, ensuring smooth onboarding, mobilisation, compliance, and care throughout the contractor lifecycle.

You'll work closely with the recruitment team, operations coordinators, and directly with clients and contractors.

Key Responsibilities

Recruitment Delivery

- Oversee day-to-day contractor resourcing for live projects
- Manage or support recruitment team output (CVs, submittals, pipelines)
- Work with clients to understand role briefs and project needs
- Support urgent placements, last-minute changes, and mobilisation needs

Operations & Contractor Care

- Own contractor onboarding process (certs, visas, compliance docs)
- Liaise with payroll providers (UK/Norway) for smooth payments
- Ensure PAYE/Ltd/umbrella setup is correct and compliant
- Track timesheets, contracts, certifications
- Be a key point of contact for contractor welfare offshore

Compliance & Systems

- Maintain records in ATS/CRM (Salesforce or equivalent)
 - Ensure Norwegian/UK compliance processes are followed
 - Contribute to internal playbooks and SOPs for delivery + mobilisation
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What We're Looking For

- Proven experience in energy recruitment, preferably offshore/subsea
 - Solid understanding of contractor mobilisation & HR processes
 - Hands-on, solutions-focused, calm under pressure
 - Comfortable communicating with both clients and contractors
 - Based in Aberdeen or able to travel as needed
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Bonus If You Have

- Experience working with Norwegian or UK offshore compliance
 - Familiarity with Salesforce or similar ATS/CRM systems
 - Previously managed recruitment teams or offshore crews
 - Interest in helping shape systems as we scale
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What You'll Get

- Autonomy and trust in a fast-moving, growing business
- Clear pathway to grow into a senior leadership role
- A culture that actually puts people first — onshore and offshore
- Access to tools, support, and leadership that backs you up