

Repairs and Tooling Coordinator

Location – Westhill, Aberdeen

Company Overview

ROVOP is a Global ROV specialist with an unrivalled track record of reliability and a technologically advanced fleet of subsea remotely operated vehicles. We have years of specialist experience and are able to combine the innovation and commercial agility required in today's challenging market environment. The ROVOP service offering improves the reliability and operational efficiency of your subsea operations, mitigating risk, optimising performance and creating value, while always ensuring the highest levels of quality and safety.

Our commitment to personnel training and development makes ROVOP the ideal place for talented individuals to come and work, learn and develop their careers. We support everyone's continual professional development in line with personal aspirations.

We provide a competitive rewards package and a friendly, open and performance orientated team environment, making ROVOP a great place to work. We are always interested in hearing from driven and enthusiastic people who want to be part of a fast growing, specialist subsea robotics company.

This is an excellent opportunity to join our highly regarded, market leading team, supporting our high technology fleet of ROV vehicles.

Role Summary

The Repairs & Tooling Coordinator role is to support the Assets & Technical, Logistics & Stores, Purchasing and Operations teams onshore as well as assisting the Commercial and offshore ROV teams with all tooling requirements. Additionally, a good practice within the purchase of goods, materials and services used within the business to ensure operational needs are achieved; taking into account cost, quality, delivery and to assure continuity of supply.

Key duties and responsibilities include, but are not limited to:

- Manage all ROVOP owned ROV tooling; and maintain up to date records on calibration, service, repair and storage of the equipment utilising ROVOP's Integrated Management System (IMS)
- Setup and keep up to date the repair register on ROVOP'S IMS
- Liaise between offshore ROV, Operations, Logistics and Assets & Technical teams on any equipment that is coming back to ROVOP for repair, off-hire or requiring service
- Maintain, manage and ensure all equipment repairs are logged, tagged and distributed between workshop departments or to 3rd party vendors
- Check relevant defect reports of returned equipment for repair and liaise with Assets and Technical teams on where equipment needs to go or what stock requires to be purchased
- Track all repairs out with 3rd party vendors and expedite related purchase orders
- Track all hire equipment from suppliers and our own stock and liaise with Purchasing, Commercial and Operations departments on on/off hire dates and any discrepancies
- Check all 3rd party hire equipment coming in and out of ROVOP's warehouse for projects using ROVOP processes & Tooling check sheet and report any discrepancies to suppliers
- Obtain RMA's or order references from 3rd party vendors for any repairs or services and issue related Purchase Orders
- Assist with ROV system and ROVOP base inventories and inputting data into the IMS in relation to any tooling owned or on hire or out for repair/service
- Liaise closely with Logistics, Stores and workshop teams on deliveries and collections of any ROVOP or supplier tooling
- Regularly check with 3rd party vendors on quality of service, level of service and value including price checking to ensure ROVOP are getting the best possible service.

About You

You should have previous experience working with equipment repairs and handling ROV tooling within a rovop.com

workshop environment. Additionally, you should have experience dealing with Ltd. party vendors and a general understanding of ROV system tooling.

Desirable qualities would also be relevant experience working with a forklift for small operations on base.

Personal attributes

The candidate should be personable and able to engage, support and co-operation at all levels. With good communication, organisational skills and presentation skills.

About Us

We offer an excellent benefits plan including employer pension contribution, medical and life insurance, and paid holidays.

Please note that ROVOP assesses all applications based on merit. Should a suitable candidate be identified, ROVOP reserves the right to close the recruitment process prior to the advertised closing date. Only those candidates considered to be suitable will be invited to interview.

Those applicants requiring reasonable accommodation to the application and/or interview process should notify a member of the Human Resources Department.

Should you have any queries regarding the role, or have any questions relating to your application, then please contact the HR team on hr@rovop.com.

Closing date

25th April 2025

*ROVOP Ltd will not be accepting any applications from Agencies unless under prior Agreement.

Visa Sponsorship: Employment eligibility to work with ROVOP Ltd in the United Kingdom, (depending on the current location of the selected candidate) is required as the company will not pursue visa sponsorship for this position. The successful candidate will be required to ensure they maintain and renew any visas or permits that grant employment eligibility where applicable.

LinkedIn and OGV

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