



# Training Competence Administrator

**Job Type:** Full-time, 6 month Fixed Term Contract  
**Location:** Aberdeen

PBS (Ponticelli UK) are looking for Training Competence Administrator who is responsible for data cleansing, maintaining and updating all training & competence management systems and related issues. Reporting PBS Training & Competency Manager.

## Details/duties:

- Established Ponticelli UK policies
- To support the administration requirements of the Training & Competence Team
- Cleanse, update and maintain training & competence management systems
- Ensure all required training requirements are identified and implemented
- Continuously follow up on training facilities and ensure best prices
- Liaise with client training department

## Qualifications/Experience required:

- Minimum of 1 year in a similar position
- Good communication skills, internal and external
- Ability to prioritise and organize high demanding work volumes within a fast-paced environment
- Interactive and approachable Team Player
- High attention to detail
- Skills in working with people in training departments
- Database experience/MS Office skills
- HSE Awareness

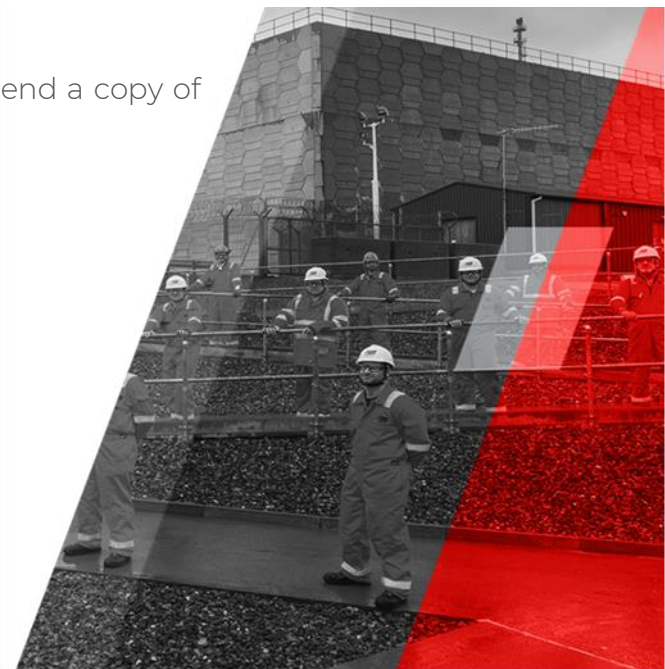
Should you wish to apply for the above role, please send a copy of your CV to:

[recruitmentpbs@pbs-offshore.com](mailto:recruitmentpbs@pbs-offshore.com)

Subject header: Training Competence Administrator

Closing date: 24<sup>th</sup> March 2023

[www.pbs-offshore.com](http://www.pbs-offshore.com)



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