

Lead Work Activity Coordinator



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentienl.nl/x-1331183-z>

For a client in Zeeland, we are looking for a Lead Work Activity Coordinator.



Bedrijfsomschrijving

Nouvall Engineering Services is specialized in project support for the (petro) chemical and maritime industry. We provide expertise in the field of Engineering, Project Management, Maintenance, Shutdowns, Construction and Safety.

Functieomschrijving

Will act as senior Work Activity Coordinator with the following tasks:

Coordinates, will train and coach the Work Activity Coordination group during the pre, execution and post phase of the TA.Works with Turnaround manager and Turnaround activity coordinators to create and maintain the WAC work process.Works with the resource leader to secure enough Work Activity Coordinators for work to be performed during the pre, execution and post turnaround phase.Will work with resource leader to secure Work Activity Coordinators of sufficient quality.

Responsibilities/duties:

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Maintains the WAC performance dashboard, communicates findings on a daily basis to the Turnaround manager. Coaches the WAC group in Work package awareness. Acts as an informal technical resource for team members. Actively participates in maintaining and optimizing the schedule progression effort, works with the scheduling group to optimal functioning of the tool. Will perform the close out on the WAC effort after finalizing the turnaround do phase.

In case of low workload or if otherwise necessary will act as a Work Activity Coordinator in case of low workload with following tasks:

Manages productivity of the team that performs the task. Ensures work activities are carried out safely in an effective and efficient way. Requires broadened technical skills in analytical/scientific methods or operational processes to perform a defined array of activities. May act as an informal resource for team members with less experience.

Responsibilities/duties:

Reviews job packages and prepares to do the task. Assists in allocation of resources for resource leveraging. Initiates the work permit procedure. Reports the progress of the daily work to enable adjustments to the work schedule when needed. Reviews work status with service providers and originators and adjusts schedule as required. Reassigns person scheduled to perform work to the next job, in the event the equipment is not prepared for maintenance on originally assigned job. Confirms that all scheduled job sequences, work and paperwork for the job have all been completed. Returns equipment to operations. Performs the role of shift procedure use focal point for maintenance activity. Coaches crafts persons when completed procedures/checklists/equipment repair forms are not filled out correctly. Conducts field audits to assure procedures are being used according to the local Maintenance Procedure Use Policy.

Functie-eisen

Short-Cycle Tertiary Degree (i.e. Associate's Degree) plus maintenance, manufacturing or other related experience preferred. In lieu of degree, equivalent years of experience required. VCA VOL (Safety for Operational Managers VCA) diploma or willing to complete this.

Arbeidsvoorwaarden

Excellent terms of employment, see our website.

Sollicitatieprocedure

You can apply via our website. [Websiteeasyapply.jobs/r](https://www.easyapply.jobs/r)