

LOADMASTER INDUSTRIES

Project & Safety Support Coordinator

Position Summary

The Project & Safety Support Coordinator provides administrative and operational support for the successful execution of offshore and field service projects, coordinating procurement, equipment tracking, employee documentation tracking, shipping logistics, and project cost tracking. The role also supports company safety initiatives by helping maintain safety records, coordinating required training documentation, and assisting with incident reporting and compliance activities as needed.

Reporting Relationship

This position reports to the **Operations Manager / Project Manager**. For all safety-related duties, this position takes functional direction from and supports the HSE Manager. The HSE Manager retains ownership of, and final accountability for, all safety programs, compliance determinations, and incident outcomes.

Essential Job Responsibilities

Project & Operations Support

- Process purchase requisitions for project-specific tools, equipment, and materials.
- Coordinate procurement requests with vendors and internal departments.
- Track rental equipment, monitor usage, and ensure timely returns.
- Allocate rental expenses to the appropriate projects through purchase requisitions.
- Assist Project Coordinators with sourcing tools, equipment, and materials needed for project execution.
- Prepare and load project toolboxes and equipment for field mobilizations.
- Support project teams with day-to-day logistical and operational needs.

Equipment Management

- Maintain accurate inventory records for Rope Access equipment using the Scannable software system.
- Coordinate and document required inspections and certifications for Rope Access equipment (tracking and record-keeping only; certification sign-offs are performed by qualified/certified personnel).
- Monitor equipment availability and inspection due dates.
- Assist with inventory audits and equipment accountability.

Employee Documentation

- Coordinate personnel documentation requirements for offshore and field projects.
- Ensure employees and subcontractors meet customer-specific compliance requirements through ISNetworld (ISN).

- Verify required training, certifications, and documentation prior to project mobilization.
- Assist employees with visa applications and international travel documentation when required.

Shipping & Logistics

- Prepare shipping documentation, including bills of lading and shipping tickets.
- Coordinate domestic and international shipments.
- Process shipments using customer-specific shipping software, including Kabal.
- Track shipments and communicate delivery status to project teams.
- Coordinate with freight carriers and customs documentation when applicable.

Project Cost Tracking

- Enter purchase requisitions, track project-related expenses, and maintain accurate cost records using Global Shop Solutions (GSS) ERP software.
- Support project reporting and documentation.

Safety Support

All safety duties in this section are performed in a supporting and administrative capacity under the direction of the HSE Manager. This position does not make final compliance determinations, approve equipment for use, or sign off on incident close-outs.

- Assist the HSE Manager with maintaining employee training records and safety certifications.
- Assist with tracking required safety training, certifications, and expiration dates.
- Assist the HSE Manager with documenting workplace incidents, near misses, and corrective actions.
- Maintain and organize OSHA and customer-required safety documentation as directed by the HSE Manager.
- Track PPE and safety-equipment availability and flag gaps to the HSE Manager and Project Coordinators prior to mobilization.
- Support company safety initiatives and promote a strong safety culture.

Administrative Responsibilities

- Maintain organized project files and documentation.
- Communicate effectively with project managers, field personnel, vendors, customers, and internal departments.
- Identify opportunities to improve processes and increase operational efficiency.
- Perform additional duties as assigned.

Qualifications

Education

- High school diploma or equivalent required.
- Associate degree in business, logistics, construction management, or a related field preferred.

Experience

- Minimum of 3 years related experience in administrative support, project coordination, logistics, purchasing, or operations support.
- Manufacturing, construction, offshore, oil and gas, or industrial experience preferred.

Knowledge, Skills & Abilities

- Proficient in Microsoft Office (Excel, Word, Outlook, and Teams).
- Experience with ERP software; Global Shop Solutions preferred.
- Able to prioritize multiple assignments in a fast-paced environment.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Strong attention to detail and accuracy.
- Able to solve problems independently and collaboratively.
- Able to maintain confidential information.
- Willing to learn new software and continuously improve processes.
- Able to work effectively across multiple departments.
- Strong customer service mindset.

Personal Characteristics

- Team-oriented and collaborative.
- Reliable and dependable.
- Safety-focused, with a commitment to company policies and procedures.
- Professional and positive attitude.
- Adaptable to changing priorities.
- Self-motivated and organized.
- Clear, concise, and effective communicator.
- Takes initiative and follows through on assignments.
- Open to new ideas and process improvements.
- Demonstrates integrity and accountability.

Physical Requirements

- Able to sit, stand, and walk for extended periods.
- Occasionally lift and carry up to 40 pounds.
- Able to work in both office and warehouse/shop environments.
- Occasionally climb ladders or access storage areas.
- Able to use standard office equipment and computers.

Work Environment

- Primarily office-based, with regular interaction in the fabrication shop and warehouse.
- Occasional exposure to industrial environments requiring personal protective equipment (PPE).
- May require occasional overtime to support project deadlines and mobilizations.