

# Timekeeper – Rig & Marine

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. Semco Maritime is an international project and engineering company dedicated to delivering first class projects, solutions and expertise to the global energy sector. We are proud of our dynamic working environment which provides good and challenging opportunities for professional development.

In Norway, Semco Maritime AS is located at Hanøytangen and in Stavanger, where we run our Service & Maintenance department, Rig Tech department and our manpower company. At Hanøytangen we work with rig maintenance and maritime projects while taking an active role in the green shift by developing energy storage and hybrid systems. At other on- & offshore locations we perform service, maintenance and installation work for our international customers.

We have many projects coming this year and are strengthening our controlling group at Hanøytangen with a 1-year temporary position.

## **Key responsibilities and tasks:**

In general the assignment of the timekeeper is to manage and control all hours in IFS, based on either direct input (own white collar) or via timesheets received from (Semco Maritime hourly staff) and subcontractors. The controlling of hours will be across all different disciplines within the allocated department(s) and during projects. This applies for all phases of the organization and projects. The project assignments include, but are not limited to:

- Secure all hours are updated on daily basis and presented to project controller for review, including all external hours.
- Assist project manager, construction manager and discipline leads in various tasks, among others hour allocation to work scopes in IFS.
- Control and verify the project hours in close cooperation with project manager, construction manager, discipline leads and project controller
- Gather final timesheets, (signed) according to client requirements and secure approval in due time
- Secure correct master data on external project employees.
- Create and control payment certificates to suppliers and check supplier invoices matches.
- Assist in invoicing, including gathering documentation for customer invoices
- Assist with various ad hoc administrative tasks

## **Wanted qualifications:**

- Some economy / accounting education
- 3 years experience
- Norwegian and English, both oral and written

## **Expectations:**

Self-motivated with high business ethics and standards

Excellent communication and co-operation skills

Proactive and persistent in finding the best solutions

Able to perform within demanding deadlines

Structured and organized with good attention to details

## **Welcome to Semco Maritime AS**

Semco Maritime offers many opportunities in a dynamic and international organization. At Semco Maritime we care about our employees and are known for being an attractive workplace.

With us you get a challenging and exciting job in a fast-growing company where the results are based on a high degree of professionalism and commitment. We deliver innovative solutions for the green shift and other energy-optimizing solutions.

We can offer several employee benefits that include an attractive pension agreement, health insurance and a good work culture.

*Everyone is talking about the future.*

*But we are working on the journey. How to get there.*

*That's our passion. That's what we do.*

*Because we are in the business of energy.*

*And we are here to change it. Together.*

*Change. With us.*