

PSCM Team Assistant (Contractor – 12 Months)

Location: Onshore Aberdeen, opportunity for hybrid working

Dayrate: Competitive

Date Posted: Tuesday 11 August

Closing Date: Tuesday 18 August

The Role

As a PSCM Team Assistant, you'll provide administrative and commercial support to Serica's Procurement and Supply Chain Management team, helping to manage, prepare, execute and administer contracts that support our offshore operations and projects. Your work will play an important part in ensuring critical supply chain activities are delivered efficiently, accurately and in line with business requirements.

Working closely with colleagues across the business, you'll be at the centre of contract and supplier administration, maintaining accurate records, coordinating approvals and supporting the flow of information between stakeholders. Strong Communication will be key, enabling you to build positive relationships and help teams stay aligned, informed and focused on common goals.

You'll help create confidence in our processes by maintaining high-quality documentation, monitoring important contract milestones and supporting reporting and audit activities. Through your attention to detail and commitment to excellence, you'll help ensure the team has the information it needs to make informed decisions and deliver value across the organisation.

This role offers the opportunity to take ownership of a diverse range of responsibilities, from coordinating logistics and meetings to supporting vendor onboarding and purchase order activities. We encourage a culture of Empowerment & Accountability, where individuals are trusted to take initiative, manage priorities effectively and contribute ideas that improve the way we work.

You'll work within a collaborative environment where Respect for colleagues, contractors and business partners underpins everything we do. By supporting cross-functional teams and maintaining professional, confidential and constructive working relationships, you'll help foster a positive and inclusive culture across the business.

At Serica, we believe in continuous Learning and Development. This role provides an excellent opportunity to broaden your supply chain and commercial knowledge, gain exposure to a wide range of business activities and build valuable experience within a dynamic and evolving energy company.

What we're looking for in potential candidates

We're looking for an organised, proactive and detail-focused individual who enjoys supporting teams, managing competing priorities and building strong working relationships across the business.

Key Responsibilities

- Provide administrative and commercial support to the PSCM team, helping ensure contracts and procurement activities are managed efficiently.
- Maintain accurate contract records, databases and documentation to support effective governance and compliance.
- Coordinate approvals, communications and key contractual milestones to keep activities on track.
- Support supplier and contractor administration, including onboarding and assurance processes.
- Prepare reports, meeting materials and action trackers that enable effective collaboration and decision-making.

- Assist with logistics, travel arrangements and wider team coordination to support smooth day-to-day operations.

Experience & Qualifications

- Previous experience in an administrative, procurement, contracts or supply chain support role.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Excellent attention to detail and a commitment to maintaining accurate records and documentation.
- Confident communicator with the ability to build effective relationships across teams and with external partners.
- Proficient in Microsoft Office applications, particularly Excel, Word and Outlook.
- Proactive, collaborative and trustworthy, with a professional approach to handling confidential information.

Our Culture

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success. Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, please use the Apply Here button to submit your application. Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their [Privacy Policy](#).



JOB DESCRIPTION

Job Title:	PSCM Team Assistant
Staff/Contractor:	Contractor
Department:	PSCM
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	Head of Supply Chain

Role Purpose

- Provide administrative and commercial support to the Procurement and Supply Chain Management team in the management, preparation, execution, and administration of contracts for oil and gas projects and operations

Areas of Responsibility

Geographical Span:	Serica Assets
Budgetary Responsibilities:	No
Direct Reports:	No
Travel Required:	Occasional as required

Main Tasks

Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.

- Maintain contract registers, databases, and document management systems
- Coordinate contract approvals and signatures
- Track contract milestones, expiry dates, notice periods, and renewal requirements
- Manage logistical arrangements for personnel, including ATS bookings.
- Assist in coordinating training sessions and meetings, including travel and accommodation arrangements
- Maintain accurate electronic contract records
- Manage correspondence between contractors, suppliers, project teams, and legal departments
- Prepare and distribute correspondence, reports, and presentations as needed
- Prepare contract status reports
- Support audits by providing accurate documentation and contract records
- Support meetings by preparing agendas, minutes, and action trackers
- Support the processing of Purchase Orders
- Support vendor qualification, onboarding, and assurance activities using SEQual or equivalent platforms.

Professional and Behavioural Skills, Educational Requirements

Professional Skills



Essential:	• Broad understanding of Supply Chain in the relevant areas of business – • Strong administrative and organisational skills. • Excellent attention to detail and document management capabilities. • Good written and verbal communication skills. • Ability to manage multiple priorities and meet deadlines. • Strong Microsoft Office skills, particularly Excel, Word, and Outlook.
Behavioural Skills	
Essential:	• Passion, drive and commitment for PSCM Performance excellence • Exhibits excellent interpersonal and relationship building skills • Self-starter with strong analytical and problem-solving skills • Maintain confidentiality and demonstrate integrity in handling sensitive information • A team player, collaborates with cross-functional teams to achieve shared objectives and foster a positive team environment
Education Requirements	
Essential:	• Relevant experience in Supply Chain in an administrative, procurement or contracts support role