

Job Description

Job Title	Workshop Assistant
Location	Whitecairns
Direct Reporting Manager	Workshop Manager
General Accountability	This is an entry level position which will report to the Workshop Manager. Main duties will involve servicing of coring equipment returned from rig site operations and preparing equipment for future utilisation. For the right candidate this position may lead to an offshore role as a Trainee Coring Engineer in 2-3 years depending on the aptitude and successful training.

Primary Responsibilities

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- Servicing the Coring equipment will usually include cleaning, buffing, power washing, painting and greasing.
- The role will also conduct quality control checks on new and used equipment and will complete any related paperwork activities.
- Prepares and completes all equipment picking and packing
- Accurately track and meet all deadlines

Essential Competencies & Qualifications Required

- Mechanically minded and keen to learn new skills.
- An ability to work to tight deadlines and willingness to work additional hours when required

QHSE Responsibilities

EMPLOYEES:

- Cooperate fully with Reservoir Group to help aid achievement of our QHSE policy and objectives and to carry out work as per the requirements of the QHSE management system;
- Attend and participate in regular QHSE meetings, awareness sessions and training;
- Familiarise themselves with the QHSE management system and location of documentation and resources;
- Work diligently and taking care of the environment, the health and safety of themselves and others who may be affected by your acts or omissions;
- Maintain a clean & orderly work area at all times, and actively participate in QHSE improvement activities;

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- Report all hazards, incidents and non-conformity, comply with all QHSE rules and requirements and not interfere with any QHSE resources provided;
- Intervene and STOP any work they feel is unsafe, may cause harm to a person or the environment or could result in non-conformity.

Closing date: 17th October 2025

Applications to be sent to Maureen Smith, HR Manager: maureen.smith@reservoirgroup.com