

### Technical Assistant

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless downhole systems, using acoustic, electromagnetic and inductive telemetry.

Metrol's understanding of this technology and its application plays a major part in our success. Our products are already used by energy companies throughout the world during exploration and production, where the data and control provided allows significant advances in efficiency and safety. Metrol's commitment to research and development has ensured that the company stays at the forefront of downhole communications and the successful introduction of a range of new products has resulted in company growth.

We are located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

#### **Benefits:**

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the-job training, working as part of an expert team
- 33 days holiday with additional holidays for long service and long service awards
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

#### **The Role:**

As part of our ongoing growth, we are actively recruiting an Assistant to support the Operations Technical Team. They will be responsible for the well data reporting, data quality assurance and data archiving.

#### **Main Duties:**

- Responsible for final copy end of project report and post-job reporting
- Maintain all records and quality assurance systems relating to Metrol's equipment and assets
- Monitor, maintain, and continuously enhance quality control and analysis related to downhole data.
- Administration of Metrol's tool utilisation and run history reporting systems
- Support Metrol's QHSE systems, processes and department
- Update technical documentation, schematics and procedures
- Maintain and improve document control pertaining to planning, including scribe duties in meetings
- Administration of Metrol's Data Centre, which may include some out of hours cover
- Liaise with other departments regarding data recording and administration issues
- Actively participate in continual process improvement

#### **Required Skills & Experience:**

- Basic understanding of data entry, data analysis, and data validation processes, ensuring accuracy and consistency
- Ability to implement and optimise administrative processes
- Understanding of general quality & safety procedures and standards, with the ability to assist in the monitoring and reporting of performance and incidents
- Effective verbal and written communication skills, enabling clear and concise interaction with team members
- Ability to meticulously review documents, data, and administrative processes to ensure accuracy and consistency
- Proficient in using a wide range of software applications, including word processing, spreadsheets, databases, and document management systems.

- Capable of quickly learning new software tools and technologies relevant to document control, data management, and administrative tasks.
- Proactive approach to identifying and resolving issues related to data management, administrative processes, and procedures, with a focus on continuous improvement

**Location:**

Our Main Office is in the Kirkhill Industrial estate in Dyce, Aberdeen.

Apply by email with your full CV to [Vacancies-Technical@metrol.co.uk](mailto:Vacancies-Technical@metrol.co.uk)