

## Resource Coordinator

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Company: Siemens Gamesa

Location: Istanbul

Category: other-general

**It takes the brightest minds to be a technology leader. It takes imagination to create green energy for the generations to come. At Siemens Gamesa we make real what matters, join our global team.**

Siemens Gamesa is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. In our culture of trust, we focus on empowerment, diversity, and continuous learning. Valuing our people is what makes us one global team, with our colleagues' safety at the heart of our organization.

As a Resource Coordinator - Resources you will work within service operations in the new field resource management team providing coordination, commercial, administrative and customer (internal) support. Working collaboratively with various departments, you will help facilitate the smooth integration and effective deployment of resources across projects, aligning with Siemens Gamesa's values of safety, sustainability, and continuous improvement. This role offers an opportunity to contribute meaningfully to our operations, supporting the efficiency and effectiveness of our project executions and playing a key role in our ongoing success in the renewable energy sector. Your contribution will be instrumental in maintaining the high standards of operational excellence that Siemens Gamesa is known for, ensuring we continue to lead in the transition to a more sustainable future.

### **How to contribute to our vision?**

As Resource Coordinator at Siemens Gamesa, your role is essential in supporting our day-to-day operations and ensuring our projects run smoothly. Your diligent work behind the scenes will significantly contribute to the success of our renewable energy projects by providing the

necessary organizational and administrative support.

### **Key responsibilities:**

Administrative support to Field Resource Manager

Close collaboration with Service Operations Managers and long-term planners to identify the correct long-term demand for the individual positions to allow timely and efficient deployment of resources.

Identify the needed quantity and qualification of third-party resources and forward the required positions to vendors for allocation.

Identify the qualified persons according to available documentation (CV, Certificates, etc.) from the suggested pool from the vendor subcontractor companies and allocate the selected persons to the service/project site in time

Ensure that the most appropriate (location, training, experience, training, etc.) candidates are allocated to sites.

Align with the third-party providers to ensure their third-party technicians hold all the necessary training, including where necessary the booking of all internal training courses.

Collaborating with the third-party providers to ensure that their third-party technicians have the necessary personal protective equipment (PPE) IT equipment, vehicles, etc. required for the role.

Management of purchase orders, invoice processing and time-sheet reconciliation.

Support the governance/management of technicians and Vendors.

Support the continual improvement of processes to manage the third-party technician resources.

Understand and support the wider operations team as required.

### **What You Need to Make a Difference**

To excel as a Field Resource Coordinator at Siemens Gamesa, you'll need a combination of skills, experience, and personal attributes that align with our values of innovation, ownership, and teamwork.

**We are also looking for:**

A bachelor's degree in business administration, human resources, project management, or a related field is preferred.

Hands-on experience in a similar role, particularly within the renewable energy sector or a related industry, will be looked upon favorably.

2-4 years of work experience

B1/B2 Level of English knowledge is required.

Ability to organize, plan, and execute resource planning tasks efficiently.

A keen eye for detail and the capability to manage multiple priorities simultaneously.

Strong communication skills.

Collaboration and Teamwork with proactive attitude.

Adaptability and Problem-Solving:

Demonstration of a high degree of integrity, reliability, and respect in all aspects of your work.

**In return of your commitment, we offer you...**

Become a part of our mission for sustainability: Clean energy for generations to come. We are a global team of diverse colleagues who share a passion for renewable energy and have a culture of trust and empowerment to make our own ideas a reality. We focus on personal and professional development to grow internally within our organization.

**Empowering our people****Empowering our people How do you imagine the future?**

Our global team is on the front line of tackling the climate crisis, reducing carbon emissions – the greatest challenge we face.

**Other information**

For further information regarding the recruitment process, please contact the primary recruiter Aysegul Izgi through email:

**Please mention the Job ID in the email.**

Please apply in English via the apply button.

We kindly draw your attention to the fact that this email may NOT be used for sending

applications or CVs for evaluation.

#Associate

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