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# Example of Rig Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of rig manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for rig manager

* Ensure that all required paperwork and approvals in connection with payment for ordered supplies of materials, equipment and services are carried out
* Develop and maintain good relationship with clients, suppliers, repair shops, service companies, and freight forwarding companies/agents
* Recommend improvements and cost savings within the scope of the purchasing and materials handling activities to the Purchasing Manager
* In cooperation with the Purchasing Manager, ensure that all purchasing and materials handling services are carried out efficiently and in a sound economic way and in compliance with national and international acts and regulations
* At all times keep the Purchasing Manager, the management at the head office and the staff at the base office (if any) and on board the rigs well informed about the development of ordered supplies of materials, equipment and services
* Take personal responsibility for, and demonstrate leadership in, HSE
* Provide leadership, guidance and coaching to direct reports, and manage their efforts so as to maximize their contribution to operational effectiveness and performance
* Take responsibility for planned maintenance, certification, record-keeping and reporting
* Maintain all required records and documentation at rig site and produce accurate and timely reports on all aspects of rig operations and personnel matters
* Develop rig move plans and manage rig moves, taking personal responsibility for safely rigging-down & rigging-up of the drilling rig, camp and associated equipment

## Qualifications for rig manager

* Establish a culture of continuous improvement in operations and demonstrate results in this regard
* Liaise with Operator’s other contractors who are involved in operations so as to achieve cohesion in concurrent/simultaneous operations and cross-company teamwork & effectiveness
* Take responsibility for all HR matters at rig site, including training and development of expatriate and national staff in the rig crews, particularly with regard to on the job training
* Maintain the validity of personal certification and training together with that for the rig crews
* Ensure that incident reports are filled out in detail and in a timely manner in the event of an incident, illness, near miss, equipment damage or environmental spill
* Responsible for test rig operations in general including meeting HS&E and Quality culture