

IMRA



Recruitment & Crew Management Solutions  
for All of Your Oil and Gas Needs





## ABOUT US

IMRA Group founded in 1994, is a preeminent organization securing Recruitment & Crew Management Solutions for the Oil, Gas, Refining and Petrochemical industries. We offer full support packages and we approach each business relationship with transparency and flexibility. Our ability to manage the entire logistical support structure (including pre-mobilization, mobilization and payroll requirements) creates the premises that allow us to develop solutions and be equally versatile in upstream and downstream as well as in onshore and offshore global projects

## PHILOSOPHY

IMRA Group has a clear understanding of the recruitment procedures required to meet our clients' goals. Our trademark has been our qualified personnel and experienced individuals who meet the broad spectrum of complex services required by the industry. We model our company philosophy through our motto - *"Quality means a lot for us, too!"* We rely on our staff's years of experience in the Oil & Gas and Staffing industries to build a network of qualified personnel who represent a broad range of talent.

## CONTACT US

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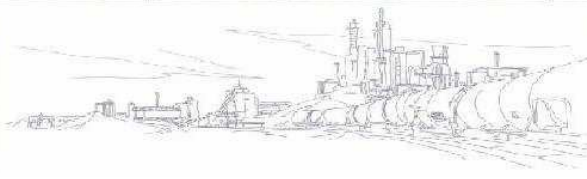
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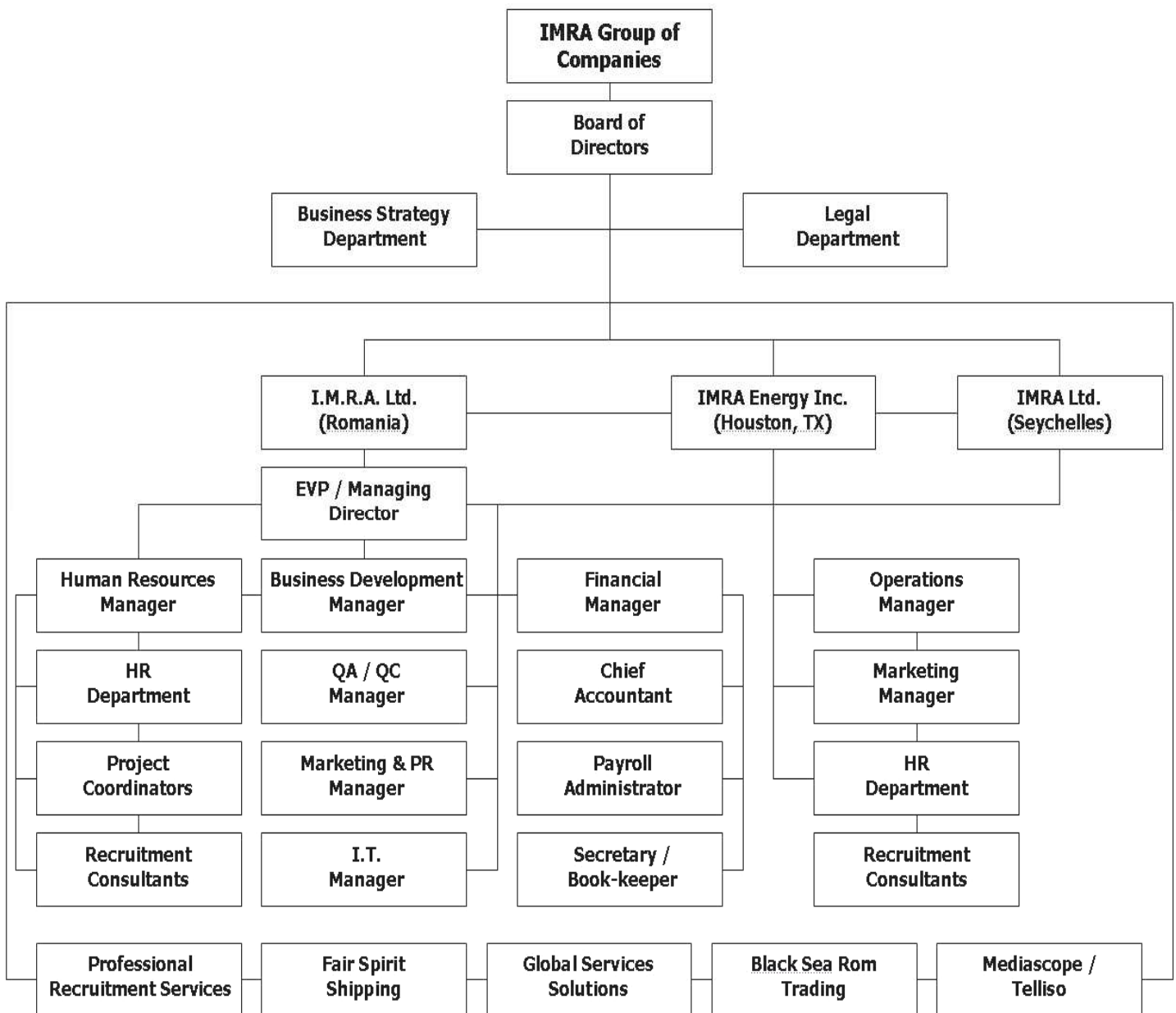
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# ORGANIZATION CHART





## CLIENT SERVICES

### CREW MANAGEMENT / STAFFING SERVICES

IMRA Group developed and perfected a client tailored full-project support package of Crew Management Solutions, that can be adapted and customized according to your requirements and adhere to your company's guidelines and policies. From recruitment to entire logistical support and payroll compliance, we take charge of your crewing operations delivering single source accountability and reducing administrative burdens to help keep your project on time and on budget.

#### A. Hiring Process

- |                       |                         |
|-----------------------|-------------------------|
| 1. Documents Check-up | 3. Employment Procedure |
| 2. Pre-medical Exam   | 4. Visas Obtaining      |

#### B. Travel & Logistic Coordination

- |                                  |                                 |
|----------------------------------|---------------------------------|
| 1. Airfares Procurement & Travel | 4. Crew Change Coordination     |
| 2. Admin & Logistic Coordination | 5. Ground Travel Transportation |
| 3. Custom Clearance Services     | 6. On demand Vaccination        |

#### C. Payrolling

- |   |   |
|---|---|
| 1. Bank Account Set-up                      | 3. Salaries Payment (Client Instructions) |
| 2. Payrolling Coordination (Client Support) | 4. Pay Slips & Payment Orders Issuance    |

#### D. Training

- |   |  |
|---|--|
| 1. Training Courses (Alliance Partners) | 3. Safe Gulf training & Card Obtaining |
| 2. TWIC card – obtaining guidance       |  |

#### E. Catering

1. Offering catering solutions through our alliance companies

### RECRUITMENT SERVICES

IMRA Group can introduce you to an elite group of professionals. Our staff carefully selects the candidates based on their qualifications as they relate to your specified needs. Our recruitment process includes the following services:

- |  |  |
|--|--|
| o Client / Project Pre-qualification                   | o CVs Pre-Screening (registered & database CV's) |
| o Advertising (as per client JD's)                     | o Short-Listing of suitable candidates           |
| o Registration of CV's                                 | o Documents / Credentials Check-up               |
| o Interviewing (with / without client representative): |  |
| ➤ Interview set-up (conference room, etc)              |  |
| ➤ Interview sustaining:                                |  |
| o Face-to-face   |  |
| o Phone conducted                                      |  |
| o Video conducted                                      |  |
| ➤ Interview resuming                                   |  |



## COVERED AREAS

In the competitive Oil & Gas industry one of the greatest challenges businesses face is acquiring talent more efficiently than the competition, in order to hire the best personnel, reduce costs, and increase productivity and profitability.

IMRA Group can help your company gain an advantage over your competitors by helping you secure skilled and experienced engineers, technicians, foremen, and craftsmen in the following areas of operations:

- Engineering & Design
- Construction
- Pre-Commissioning
- Commissioning
- Start-Up
- Operations & Maintenance
- Exploration & Production
- Drilling & Well Completion
- Marine / Shipyards
- Project Management

....for all your **Onshore** or **Offshore** projects.

We register all candidates under a pre-set, user-friendly structured profile designed to increase screening efficiency. Understanding that qualified personnel are in short supply, we have access to extended recruiting networks. Additionally, we have developed long-standing relationships based on mutual loyalty with hundreds of specialists throughout the Oil & Gas arena.

IMRA Group offers its clients the option to either employ the selected candidates directly or to subcontract their services. We strive to provide quality services, and continuously improve our screening and selection criteria. Our ultimate goal is to match the qualities sought out by our client with our candidates' career goals and ambitions.



## COVERED POSITIONS

### OFFSHORE POSITIONS

We staff the crew based on your requirements and customize our talent search based on your specifications.

At IMRA Group, we understand that not all projects are the same. Adapted to all offshore conditions - normal or harsh environments, shallow or ultra-deep water - our staffing solutions cover a variety of projects: SEMI-SUBMERSIBLES, DRILLSHIPS, JACK-UPS, PLATFORMS, TLPs, SPARs, FPSOs, FSOs, and AHTS / supply boats. Acknowledging that behind great projects stand great people, we are committed to providing only the most experienced professionals.

The offshore positions we usually staff are:

**Rig Manager**  
**Drilling Superintendent**  
**OIM / Captain**  
**Barge Engineer**  
**Toolpusher**  
**Tourpusher**  
**Driller**  
**Assistant Driller**  
**Derrickman**  
**Pumpman**  
**Floorman**  
**Mud-watcher**  
**Roustabout**  
**Bosun (Boatswain)**  
**AB Seaman**  
**Subsea Engineer**  
**Senior DP Operator**  
**DP Operator**  
**Ballast Control Operator**  
**Rig Safety Training Coordinator**  
**Materials Coordinator**  
**Radio Operator**

**Chief Mate**  
**2<sup>nd</sup> Mate**  
**3<sup>rd</sup> Mate**  
**1<sup>st</sup> Engineer**  
**2<sup>nd</sup> Engineer**  
**3<sup>rd</sup> Engineer**  
**Production Operator**  
**Control Room (DCS) Operator**  
**Crane Operator**  
**Medic**  
**Diver**  
**Deck Foreman**  
**Anchor Layer**  
**Boiler Maker**  
**Rig Electrician**  
**Electronics Technician**  
**Hydraulic Mechanic**  
**Rig Mechanic**  
**Motorman**  
**Painter**  
**Pipe Filter**  
**Welder**



## COVERED POSITIONS

### ONSHORE POSITIONS

IMRA Group has successfully delivered onshore and offshore solutions for both upstream and downstream projects across the Globe. From **Exploration & Production** to **Refining & Distribution**, our 14-year exclusive focus on the Oil & Gas industry has helped us to achieve versatility and expertise in any phase of your small, mid-size or large land-based project.

The onshore positions we usually staff are:

#### Mechanical

- Sr. Mechanical Engineer
- Mechanical Engineer
- Mechanical Technician
- Mechanic

#### Production

- Sr. Production Engineer
- Production Engineer
- Production Technician
- Production Operator

#### Electrical

- Sr. Electrical Engineer
- Electrical Engineer
- Electrical Technician
- Electrician

#### Processing

- Sr. Process Engineer
- Process Engineer
- Process Technician
- Process Operator

#### Instrumentation

- Sr. Instrument Engineer
- Instrument Engineer
- Instrument Technician
- Electronics Technician

#### Drilling

- Sr. Drilling Engineer
- Drilling Engineer
- Toolpusher
- Driller / Asst. Driller

#### Construction

- Construction Manager
- Construction Superintendent
- Structural Engineer
- Piping Engineer

#### HSE & Project Control

- HSE Engineer
- Cost Control Engineer
- Planning Engineer
- Planner / Scheduler



## CLIENT LIST

The success of our clients is the core of our growth. IMRA Group has provided Crew Management, Recruitment & Staffing services to the Oil & Gas, Refining, and Petrochemical industries through offshore and onshore client projects for 14 years. Our international background, flexibility and thorough understanding of our clients' various needs have been the key features of our business success. Below is a partial list of just some of our more recent and well-known clients.

### ONSHORE PROJECTS

- ConocoPhillips - United States
- Chevron - United States
- Baker Energy - United Kingdom
- Brunel Energy - The Netherlands
- Burlington Resources - United States
- Marathon Oil - United States
- ENI Gas / Agip- Libya
- Comerint S.A. - Italy
- Shell Nigeria - The Netherlands
- Technip - United Arab Emirates
- TRS Staffing Solutions (Fluor) - United Kingdom
- Jacobs Engineering - United States
- Dietsmann SAM - Monaco
- LCM Oilfield Services – Libya
- EcoDrill - United Kingdom
- Mott MacDonald - United Kingdom
- Orion Group - United Kingdom
- Overseas Technical Services - United Kingdom
- Seattle International Services - U.A.E.
- MPH - United Arab Emirates
- Bolashak – Kazakhstan

### OFFSHORE PROJECTS

- Chevron - United States
- Global SantaFe (Transocean) - United States
- Larsen Oil and Gas - Norway
- Modec International - United States
- Shell Nigeria - The Netherlands
- Michael Baker Corporation - United States
- Tide Water - United States
- Expro Group - United Kingdom
- Dietsmann SAM – Monaco
- Fratelli Cosulich – Italy

Contact information can be provided upon request.



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