

Project Administrator

About the Business

BlueWise Marine Limited provides a comprehensive approach to the development, management and promotion of marine and offshore renewable energy projects. We work with industry, government and academic clients operating within the blue economy. Our end-to-end approach to service delivery allows our clients to focus on their core business, safe in the knowledge that our team will manage their assets and projects to the highest standards, in a safe, efficient, social and environmentally conscious manner.

About the Role

This is an exciting opportunity for an experienced Project Administrator to support our industry, government and EU projects. The Project Administrator will be responsible for providing a variety of administrative duties for the organisation's projects, proposals and day-to-day operations, including project planning and resourcing, backup financial support, recruitment, annual leave administration, time tracking, digital filing and travel bookings. The Project Administrator will play a key role supporting the administration of the Company's Health and Safety Management System including GDPR obligations.

The role would be ideally suited to someone with a passion for the marine, and the role which Ireland's offshore wind and wave resources can play in helping us to transition to net zero emissions.

Experience and Qualifications

We are seeking an individual who has experience working in a busy and changing office environment, ideally someone who has worked within the marine and/or offshore renewables sector. The successful candidate will be a highly organised self-starter who can effectively support several projects. A Business or Financial qualification would be an advantage.

The following qualifications, experience and competencies are required for success in this role:

- Business or Financial qualification desirable.
- An Honours Degree (minimum 2:2, but 2:1 or higher is desirable)
- A minimum of 5 years' office and / or project administration experience, ideally supporting several functions and multiple projects.
- Demonstrated high level of proficiency in MS Office applications.
- Excellent written and reporting skills.
- Proven communication and interpersonal skills.

- Effective time management and organisational skills.
- Customer service orientation.
- Excellent organizational skills and attention to detail.
- Demonstrate a high degree of initiative and be able to work independently and within strict guidelines and timelines.

Desirable:

- Experience in financial reporting and the maintenance of accounts and budgets.
- Experience in EU project reporting and financial reporting for EU projects.
- Experience working with EMDesk or similar platforms.
- Experience with Microsoft Project an advantage.
- Knowledge or experience of working in the marine, or offshore renewable sectors.
- Experience supporting the preparation of EU Project Proposals, or Industry Tenders.
- Experience supporting GDPR compliance, HSEQ and/or ISO management systems.

Remuneration and Benefits

This is a fantastic opportunity to join a continuously growing professional consultancy in an expanding market. An attractive salary package commensurate with the successful applicant's skills and experience will be offered, including attractive Employer pension contributions, death in service and income protection benefits.

We are committed to exploring hybrid working arrangements to enable flexible and remote ways of working. In addition, you will receive a phone allowance and opportunities for career development and support.

How to Apply

A full job description can be found at www.bluewisemarine.ie/news or to apply for the above position please send your CV and cover letter to info@bluewisemarine.ie.

Closing Date

All CVs and cover letters should be submitted by 29th April 2022.

Use of Data

All personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our data and documents policy. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.