

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
PROJECT ADMINISTRATION OFFICER

Reports to: Finance Director

Purpose: To provide administrative support to the company.

Responsibilities

1. Assist with the travel bookings process ensuring that all requests are processed in a timely manner and accurate records are maintained.
2. Assist with tracking project costs including processing timesheets.
3. Gather evidence of travel, meetings and events for project claims.
4. Assist with project claims to ensure they are accurate and submitted to agreed timescales.
5. Maintain a contracts, agreements and supplier register, keeping up to date records.
6. Assist with the development and maintenance of all necessary systems, policies and procedures to ensure effective and efficient financial management within the company.
7. Ensure procurement is carried out in adherence with EMEC procurement procedures.
8. Provide cover for reception and assist the Support Team with general administrative tasks when required.
9. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.
10. From time to time carry out other assignments which may differ from the above as instructed by the Finance Director.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – a good all-round education

Desirable – an administration or accounting qualification

Skills & Knowledge

Essential – IT literate user of MS Office packages.

- a good understanding of office systems and procedures
- excellent communicator by telephone, E-mail and print
- strong and proven organisational skills with the ability to prioritise workloads and manage multiple tasks in order to meet deadlines
- strong customer focus

Desirable – familiar with accounting software package

- interest in renewables

Personal Attributes

Essential – organised, disciplined administrator

- ‘completer finisher’
- team worker
- ‘can-do’ approach
- developed social skills are essential within the formal and informal environments you will be expected to represent the Company
- excellent attention to detail and accuracy
- a positive and flexible approach

Experience

Essential - 2 years’ relevant experience

Desirable – experience of administering public sector funded projects

Special Conditions Associated with the Role

None