

Administrative Assistant



Job Description

Mocean Energy are seeking an Administrative Assistant to support a high-growth start-up.

Company Profile



At Mocean Energy we have built an expert team combining scientific principles and real-world experience to develop new renewable technologies which can harness the power of waves – and accelerate the transition to a zero-carbon world.

While wave energy companies of the past have focused on large, utility-scale devices, Mocean develops products targeted at niche markets where wave energy has a significant value proposition. Our first product, Blue Star, is a small wave energy converter (WEC) used to power subsea equipment, supporting the energy transition in the oil & gas (O&G) industry. Future products will address industries from ocean science to utility-scale power.

Funded through the Wave Energy Scotland Novel WEC programme, we have recently completed the fabrication of our 40-tonne prototype WEC, Blue X, shown above, which is being tested at EMEC in Orkney over the summer 2021.

The next stages for Mocean are growing the team, becoming more commercially and operationally focused and developing larger scale technologies.

We value diversity on our team and thinking and are an equal opportunities and family friendly employer.

Opportunity

In response to our continuous, rapid expansion, Mocean is looking for a self-starting individual to join our small team as Administrator.

As Mocean scales towards commercially focused and large-scale projects, we anticipate facing new challenges in project management, engineering, supply chain, quality, health & safety, and commercialisation and will require administrative support to aid this. You will be responsible for providing general admin support, as well as working cross-functionally to assist the different teams.

The ideal candidate will have some administrative experience, preferably in large scale marine engineering projects in the renewables, O&G, or similar industries.

Duties

- General outward communications – answer email, process mail, answer phone.
- Support diary management and scheduling for management team.
- Provide ad hoc admin support for management team.
- Book travel for employees
- Organise visitors, press etc. to sites.
- Help organise company events / activities – e.g. social events, trade shows.
- Office management;
- Maintain our digital filing system – i.e. organise files and SharePoint sites. Support document control.
- Support project administrative activities – e.g. procurement;
- Support financial administrative activities – e.g. accounts payable, bookkeeping.

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Requirements

Experience: Experience in an administrative role.

Desirable: Administrative experience in the renewables, O&G, or similar sectors. Experience in finance functions

Qualities:

- Self-starter, solutions focused, with a hands-on approach to problem solving
- Cultural fit within the wider organisation
- Enthusiastic, passionate about our mission
- Strong interpersonal skills
- Organised
- Good verbal and written communication skills
- Comfortable working in a small and fast paced company environment.
- Flexible and responsive approach to managing workload while maintaining a high degree of accuracy.
- Ability to plan and prioritize work independently and escalate issues as required.

Details

Timeframe Accepting applications until 27/08/21, followed by interviews.
Expected start in late September or October

Location Edinburgh is preferred, but we are flexible on location / home working

Salary £22,000 - £25,000 D.O.E
Full time, 35 hours per week

Benefits EMI share options scheme
Pension scheme
30 days holiday (including public holidays)
Flexible hours and working pattern.

Our Values and Culture

Mocean Energy is a purpose and values driven organisation with a strong focus on work-life-balance, inclusion, and diversity.

Our values are:

Trust: we are confident in each other's abilities to operate independently but know that when we need support our team is there to give it. We are honest with ourselves and others, within and outside Mocean, in both our successes and failures.

Expertise: we lead the world in developing wave energy in all aspects (technology, commercial, projects, operations, management, etc.) supported by our experience, passion and creative intuition.

Awesomeness: we like what we do and think it's awesome.

Morals: we make decisions and take actions, using our own judgement, in order to do good in the world, in particular, to address the challenges of climate change.