

Project Officer

Moray East is a joint venture project backed by Energias de Portugal Renewables, Engie, Diamond Generating Europe and China Three Gorges, working to construct one of the largest offshore windfarms in the world, which will be built in the Moray Firth off the coast of Northern Scotland. When complete the windfarm will comprise 100 wind turbines, together generating 950 MW of electricity output.

As the Moray East Project begins the Construction Phase, there is a need for a Project Officer to join the Project Technical Team to support with the administration of the work packages. The role will report into the Construction Director with indirect reporting into the Package Managers. The role will focus on relieving managers from administration duties and involve a varied workload of project work and ad-hoc tasks depending on the requirements of the technical team from time-to-time.

Main Accountabilities

- Assist with the day-to-day administration and ongoing project work of the Construction Director and Package Managers across the project.
- Create and collect power point presentations for project meetings as required.
- Assist with document control and preparing/drafting documentation as required.
- Arrange project meetings, issuing invites, booking venues and arranging necessary equipment.
- Take minutes at project meetings, circulate actions and chase up completion progress.
- Arrange project events such as teambuilding, away days, group site visits etc.
- Any other ad hoc tasks as assigned from time to time.

Experience & Knowledge Required:

- Bachelor's Degree level in a relevant engineering or business related subject.
- Previous experience of having worked in an offshore/construction project setting is desirable.
- Previous experience of having worked in an office setting is essential.
- Excellent knowledge of the full Microsoft Office Suite: Outlook, Excel, Word and Power Point are essential. Knowledge/experience of Visio desirable. Experience of document management systems (Viewpoint) desirable.
- Possesses effective organisation skills and accuracy/attention to detail.
- Ability to build effective working relationships with stakeholders at all levels.
- Ability to work within deadlines, balancing a busy and diverse work load with competing priorities.
- Willingness to learn, challenge and propose new ideas and ways of working.
- Friendly, approachable character.

Moray East is a very dynamic and exciting project to work in, with a truly multi-national and multicultural team of people at its core. The scope of work is fast paced, varied and challenging and involves working alongside and interacting with a wide variety of investors, clients and stakeholders.

The project is able to offer a competitive salary and bonus package as well as an array of other benefits and allowances and on top of this, the opportunity to work in the Offshore Renewable Energy Industry.

The standard office hours are 40 hours per week from 8:30am until 5:30pm over the course of Monday to Friday. The project office is located in Morrison Street, in Edinburgh City Centre.

For further information, or to apply with an up-to-date CV and covering letter, outlining your motivations and relevant experience to date, please email recruitment@morayeast.com