

Quality Administrator

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.

An opportunity has arisen for a Quality Administrator to join the project team on a full time basis.

Main Accountabilities:

Daily administration of the Project's Quality databases and associated systems in support of the Head of Quality and Quality Team. Reporting to the Head of Quality, the main objective is to ensure that all Quality-related information is captured and shared effectively and efficiently across the Project Team.

- Hourly/Daily administration of the Quality data;
- Track, monitor and trend all open points from documents reviews and contractor assessments;
- Maintain the databases and provide training to those who use them;
- Uploading of Quality documentation generated by team; and
- Other tasks as requested by the department and Head of Quality

Experience & Knowledge Required:

- High level of competency with MS Excel is essential – specifically the use of pivot tables, graphs, macros & formulae;
- Previous experience of having worked in an office environment;
- Prior experience of document control systems desirable;
- Excellent knowledge of Microsoft Office suite;
- Experience of Visio would be advantageous;
- Ability work on own initiative;
- Confident and effective communicator;
- HNC/HND/Degree in a relevant subject.

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