



Office Administrator

Geomarine have an exciting opportunity to join their team. This role will offer you the chance to become an integral part of a team of engineers and managers who deliver civil and geotechnical projects across the Bailiwick.

Reporting to the HR/Office Manager and working within a friendly office, previous experience in a similar role would be beneficial. Training and support will be provided to suit the candidate.

Essential skills required:

- Customer focused
- Accuracy and attention to detail
- Strong organisational skills
- The ability to prioritise a busy workload and meet deadlines
- A real team player with well-developed people skills
- Proficient communication skills, both verbal and written
- IT competence with the ability to use Microsoft Office (Excel, Word & Office)

Role:

- Providing administrative assistance to back office and project teams
- Maintaining the purchase ledger and sub-contractor ledgers
- Processing payments for purchase and sub-contractor ledgers
- Liaising with suppliers and sub-contractors and dealing with related queries
- Managing telephone calls, correspondence, and emails
- Greeting and assisting visitors and clients
- Holiday cover for weekly payroll

This is an excellent opportunity for a career in a friendly and fast-paced environment offering a competitive package including Pension, Health Care and Death in Service.

Please respond to the email below, with a copy of your CV for the attention of our HR/Office Manager, Sharon Watkin. Closing date for applications is Friday 22nd March 2024.

Responses to: recruitment@geomarine.gg

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www.geomarine.gg

