

## Projects Administrator

**Position:** Projects Administrator  
**Company:** XOCEAN Ireland  
**Location:** M1 Corridor, Greenore, Co. Louth

### About XOCEAN

XOCEAN is an ocean data company – we collect data for clients ranging from mapping the seabed to monitoring the environment. However, we do this differently, instead of using conventional crewed survey ships, we have developed a marine robotic system known as an Unmanned Surface Vessel (USV).

### Overview

Support XOCEAN's Operations Team in the day to day project delivery.

### Main Duties & Responsibilities

Responsibilities will include:

- Creating purchase orders, checking invoices and tracking costs.
- Researching most efficient travel and accommodation options for the Field Operations team and managing bookings.
- Tracking and processing hours, expenses and per diems on projects and reconciling timesheets and receipts.
- Liaise with finance and/or HR regarding any timesheet inquiries / disputes.
- Supporting project procurement and arranging delivery.
- Obtain monthly sign offs for various internal documents.
- Maintain database(s) in good working order for record keeping purposes.
- Data analysis and identification of trends.
- Other administration duties as requested.

### Requirements: Essential Skills / Attributes and Experience

- Minimum 3 years' experience in a similar position.
- Ability to work on own initiative.
- Ability to work to agreed deadlines and prioritise as required.
- Strong computer literacy (MS Office – especially Microsoft Excel, Web applications).
- Well organised, enthusiastic, positive, and proactive nature with a keen attention to detail.

### Desirable Experience

- Accounts Payable experience desirable but not essential.
- Understanding and experience of purchasing and invoicing.
- Data analysis.

### Apply

- Applicants must demonstrate how they meet the essential criteria. Desirable criteria may be used for further shortlisting.
- We thank all candidates for their interest, however due to very high volumes, only those who are selected for further consideration, will be contacted directly.
- To be eligible for this position you must have a valid working visa / permit to work in Ireland.
- Closing date for applications is 1<sup>st</sup> December 2020
- Please apply online and follow the instructions, or submit your CV to [careers@xocean.com](mailto:careers@xocean.com).