



Commercial Administrator

Geomarine has a unique opportunity, suitable for a candidate with transferable skills from an un-associated industry, to become an integral part of a team of engineers and managers delivering world-class civil and geotechnical projects.

Essential to the role is:

- A good grasp of commercial detail and meticulous attention to detail. In particular, you will prepare and update cost plans, for which there will be task specific training, from information gained from working side-by-side with project engineers.
- Strong organisational skills as you will assist or provide all back-office functions for the commercial team.
- A real team player with well-developed relationship management skills. In order to fulfil the requirements of the role, you will be a fully integrated member of the project teams and attend regular progress meetings

Further details of the role will be moulded to suit you as an individual. As such, we are open to the position suiting part-time hours, with a minimum of 25hrs/week, with a start-time to fit your requirements.

Geomarine will shape a whole-life career around your strengths. We form teams around all of our individual talents, providing challenge and support in equal measure.

If you are looking for a fresh challenge and would like to work with a company that values your contribution, please send a covering letter and CV to Phil Horsley at careers@geomarine.je.

Salary to be agreed.