

NextGeo has recently been awarded a number of key projects; therefore, we are looking to further strengthen our team by recruiting a Personnel and Logistics Coordinator. Reporting to the Senior Personnel and Logistics Coordinator, you will support offshore projects in the marine survey industry by ensuring we have the right people, with the right skills and experience, in the right location and at the right time to mobilise and execute projects to NextGeo's and our clients' expectations.

Primarily, this role will be based in Norwich, Norfolk, but you will be required to travel to Naples for training and holiday cover. We can offer you great personal growth opportunities, exciting projects, an extremely accessible senior leadership team and a fun yet professional working environment. NextGeo boasts a comfortable working environment 15 minutes' walk from Norwich City centre with ample parking.

In return, we are looking for candidates who can take accountability and understand the needs of project managers, changing priorities and legislative requirements.

Although not essential, you will ideally come from a marine or crewing/travel background. Key areas of responsibility include:

- Keeping abreast of current legislation, travel restrictions and health alerts
- Working with third party suppliers to arrange cost-effective transport including flights, taxis, and hire cars to ensure staff can mobilise on time
- Arranging cost-effective accommodation for personnel pre or post mobilisation
- Supporting the business in applying for appropriate Visas
- Ensuring candidates, including contractors and staff, have the appropriate and up to date certificates, qualifications and documentation to ensure a seamless project from mobilisation to demobilisation
- Working with the Senior Personnel and Logistics Coordinator to support the sourcing of appropriate staff/freelancers to mobilise on projects

Desirable experience includes:

- Working in an international company within a multi-cultural environment
- Working in a role with changing priorities
- Good understanding of IT systems including MS Office

You will need to live within commutable distance of our Norwich office.

To apply, please submit your CV to recruitment@nextgeosolutions.com using the subject heading:

Personnel and Logistics Co-ordinator 006/22

Closing Date Friday 29th July