

PROJECT MANAGER

As NextGeo expands, we are being awarded more and more key projects; therefore, we are looking to recruit a Project Manager to support offshore projects in the marine survey industry.

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.

We are looking for an experienced Project Manager who can take accountability for the whole project lifecycle. Although not essential, you will ideally come from a marine background and have a sound technical understanding of geophysical and geotechnical survey equipment/operations. You will also need to live within commutable distance of our Norwich office.

You will need to demonstrate experience in the following areas:

- Construction, pipe lay, site surveys, UXO, cable routes, towed geophysical and ROV surveys [geotechnical experience is desirable but not essential]
- Client relationship management including dispute resolution and achievement of project schedules
- Helping the commercial team define a project scope including equipment and personnel resources
- Ensuring projects are controlled in a timely fashion in terms of on schedule, on budget and within health and safety parameters
- Assisting in the preparation of project procedures, quality control plan and QHSE documents
- Working closely with the Party Chief to ensure plan and monitor project activity
- Participating and contributing to internal and external kick off, close out and lessons learned meetings
- Responsibility for requesting/raising purchase orders and invoice preparation and approval by the client ensuring timely payment
- Responsibility for the management of external providers and approval of invoices
- Sharing regular updates with the Project Director

We have a mixture of staff and regular contractors working on our vessels and therefore, experience with multi-disciplined and cultural teams would be beneficial.

The majority of our projects are in the Mediterranean, Baltic, and North Sea.