

REPORTS COORDINATOR	
LOCATION	Norwich, UK
TYPE	Full Time / Permanent
START DATE	
SALARY	£
GENERAL	
<p>Next Geosolutions strongly believe in their people, we are a multi-national blend of skilled & experienced professionals, who are delivering the company vision all over the world.</p> <p>If you are looking for an opportunity to join a dynamic and fast growing company email recruitment@nextgeosolutions.com</p> <p>More information about Next Geosolutions can be found on the company website www.nextgeosolutions.com</p>	
ROLE DESCRIPTION / RESPONSIBILITIES	
<p>Working under the guidance of the Data Processing and Reporting Manager, we are looking for someone to take responsibility for whole projects, during acquisition phase liaising with the offshore teams and then with the office teams to finalise products.</p>	
REQUIREMENTS / QUALIFICATIONS	
<p>Strong offshore survey / geophysics background</p> <p>Ability to write comprehensive reports for all phases of the project</p> <p>Ability to supervise onshore processing team and coordinate with the offshore teams to finalise reporting</p> <p>Ability to identify data quality issues</p> <p>Ability to use a variety of visualisation software. AutoCAD, QGIS, ArcGIS</p> <p>Good familiarity with the most common acquisition / processing software. EIVA, QPS, SonarWiz, CODA, Oasis Montaj</p> <p>Extensive knowledge of Microsoft Office suite of software</p> <p>Competent in writing / updating survey procedures</p> <p>Ability to represent the company professionally at all times</p> <p>Willingness to undertake independent learning relating to job role</p> <p>Must have right to live and work in UK</p>	
KEY STRENGTHS	
<p>Team leadership</p> <p>Communication</p> <p>Data management</p> <p>Quality control</p> <p>Scheduling / time management</p> <p>Attention to detail</p>	
BENEFITS	
<p>An excellent opportunity to be part of a rapidly developing company</p> <p>Become part of a diverse and dynamic team</p> <p>25 days holiday a year</p> <p>Private medical insurance with spousal / family cover options</p> <p>Pension</p>	

