

Contract Staff Administrator

Ocean Winds (OW) is an international company dedicated to offshore wind energy and created as a 50-50 joint venture, owned by EDP Renewables and ENGIE. OW develops, finances, builds, and operates offshore wind farm projects all around the world.

We require a motivated Contract Staff Administrator to join the Moray West Offshore Wind Farm (“Moray West”) team, on a fixed-term basis.

GENERAL DESCRIPTION

The Contract Staff Administrator will be based from the Edinburgh office, providing administrative support to facilitate the hiring and management of all Moray West contract staff. This will include checking job specifications, liaising with external agencies, coordinating interviews, and organizing enrolment into the organisation.

MAIN ACCOUNTABILITIES:

- To support with the initial sourcing of external contractors, reviewing job specifications, screening and sending CV’s, liaising with hiring teams and Project Directors.
- Booking and facilitating Teams interviews with the relevant Line Managers.
- Liaising with Ocean Winds legal team to start IR35/ background checks, etc; making sure contracts are checked and reviewed in detail, actioning any changes from the legal team.
- Delivering a smooth enrolment into the company; requesting IT and email accounts, formal introductions into the project.
- Managing end dates and requesting extensions, where necessary.
- Assisting with other ad-hoc administrative tasks and projects from time-to-time.

DESIRABLE PROFESSIONAL EXPERIENCE:

Previous experience in a similar role would be desirable.

REQUIRED KNOWLEDGE:

Sound knowledge of Microsoft Office Packages (Outlook, Word, Excel, PowerPoint, Teams) is essential.

OTHER:

- Highly effective organisation skills and accuracy/attention to detail.
- Ability to build effective working relationships with stakeholders at all levels through verbal and written communication.
- Ability to act with sensitivity and discretion, respecting confidentiality at all times.
- Ability to work within deadlines, balancing a busy and diverse workload with competing priorities and strict deadlines.
- Willingness to learn, challenge and propose new ideas and ways of working.
- Friendly, approachable character.

Languages:

The project has an international team of employees, and the working language is English. Candidates need to be fluent in English both spoken and written. Proficiency in other languages will be valued.