
Role Specification

Job title: Office Manager/Executive Assistant

Department: Administration

Location: Houston, Texas

Date: July 2023

The role within the Company

Velocys is currently undertaking the relocation of their Project Execution office to the Energy Corridor in Houston and require an experienced office manager / executive assistant to support the relocation. Once the relocation has been completed the role will continue to be critical support function for the Project Execution team.

The role is a multifaceted position involving the supply of administrative support to members of the Project Execution office team who have responsibility for the business functions of Engineering, Project Management and Business Development, respectively.

Responsibilities will include but not be limited to, diary management across multiple time zones, booking domestic and international business travel, and preparation of documents and presentations for internal and external meetings, to include event management as required. The provision of administrative support to projects teams will also be a crucial part of the role, requiring collaboration with project delivery functions based in the US and UK offices of Velocys.

Furthermore, the role will have a wider responsibility relating to administrative tasks associated to the operational functions of the Project Execution office, covering areas of health and safety, and IT. Such tasks will include management of third-party supplier relationships and agreements. In addition, the role holder will be the first point of contact for in person visitors to our Project Execution office, as well as being responsible for managing all incoming telephone calls and forwarding enquiries as appropriate.

The role requires an individual who is highly organised, able to prioritise their own workload, manage competing demands upon their time and has the ability to take decisive action when required, all while remaining calm under pressure. Drawing upon previous experience of working in a small team environment, the successful candidate will be willing to take on tasks across multiple disciplines utilising their knowledge of office management. Furthermore, we are seeking an individual with excellent interpersonal, collaboration and communication skills who is experienced in handling confidential and highly sensitive information.

Responsibilities

- Executive Assistant support to the Vice President of Engineering, Project Engineering Manager and Director of Business Development, US.
- Diary management involving multiple different time zones.
- Composition of emails and correspondence.
- Arranging domestic and international business travel.
- Processing of business expense reports.
- Data entry utilising contract management and financial systems and Excel.
- Project data management support utilising data site management such as Aconex.

- Answer telephone calls, provide information to callers and/or connect callers to appropriate individuals within the business.
- Meet and greet visitors to both the existing office and the new premises as required.
- Management of conference room bookings.
- Provide assistance and signposting to colleagues in regard to the relocation project.
- Organisation of internal and external company events.
- Attend internal health & safety meetings as representative of the Project Execution team.
- Scheduling of meetings with internal and external third parties.
- Maintenance and enhancement of digital filing systems.
- Compliant destruction of unwanted paper-based documents and digital files.
- Production of presentations utilising PowerPoint.
- Production of reports using MS Word.
- Ad-hoc administrative support to the Houston based engineering, business development and finance team.

Organisational interactions

- Immediate supervisor title: VP of Engineering
- Collaboration with other individuals and groups: Project Controls Specialist, Houston Site Safety Manager, Engineering, Business Development and Finance teams based in Houston, Velocys HSSE representatives and IT teams based at our Technology Centre in Columbus, Ohio. UK HQ personnel. External third parties and suppliers as appropriate.

Experience and skills

- Demonstrable experience of working within a commercial environment in an administrative role.
- Excellent organisational skills, with the ability to multi-task and deliver to deadlines.
- Proven interpersonal and communication skills with the ability to converse on all levels.
- Advanced knowledge of Microsoft Office 365; Word, Excel, PowerPoint, Outlook and TEAMS.
- Able to work in a fast paced environment and manage own workload.
- Excellent organisational skills, with the ability to multi-task and deliver to deadlines.
- Previous experience of co-ordinating an office relocation, would be an advantage.
- Driver's licence and use of own vehicle is a distinct advantage.

Contact

Please send your CV and any additional information to support your application to:

careers@velocys.com.

