



Job Description

PROJECT ADMINISTRATOR

As part of NTG Mast Group's service division, RigPro is the only truly global rigging service provider, with an unparalleled ability to deliver engineered solutions on any type of rig and rigging.

Thanks to our global presence and rapid response, RigPro can reach our customers wherever they are, whenever they need us, and we are committed to the top standards of customer care and service.

At RigPro, yacht safety, enjoyment, and performance are our priority. We inspire people to sail, making every RigPro experience a great one by delivering exceptional products and service solutions.

Your Mission

As Project Manager Administrator, you will be responsible for assisting with many of the duties associated with the project management team, including providing support to all aspects of the project's life cycle and administrative tasks.

Our main goal is the satisfaction of our external and internal customers, understanding and accomplishing their needs and wants. For that, you will have an implacable customer orientation and deliver a unique customer experience. We go above and beyond what is expected for them, with every employee helping to deliver a sensational experience!

Main responsibilities

- To assist PMs with administrative tasks such as creating invoices in the project management system, creating order requests in the project management system for Sri Lanka to generate the official PO, updating PO information (received from India) in the project management system, searching for and purchasing material for PMs, resolving questions about administrative management and administrative processes that PMs must follow.
- To assist the Sri Lanka team in contextualizing invoices: whether they have a PO, whether they are related with a Job, for PM approval; and whether the invoice record is correct: concept, amount.
- Accounts payable follow-up: pending invoices to suppliers, dunning of invoices to suppliers for advance payments, order/goods receipt follow-up.
- To assist the design team in uploading jobs into the system and sending/creating invoices for internal or external clients.

- To follow-up on intercompany design jobs for subsequent invoicing.
- To purchase of workshop and office materials.
- To update our clients' vessel files in the RigPro care (CRM) system: vessel details, activities completed, and future inspection follow-up.
- To manage credit card expenses generated by employees.
- To manage the documentation required for access to the shipyards.
- To load data from the informative chips (NFC) of the capes.
- To create of the capes' technical data sheet.
- To collect and ship products
- To oversight the budgets agreed upon with clients.
- To assist in making advance payments.
- To enter new suppliers into the system.

What we need from you

Technical skills:

- Around 2-3 years' experience in a similar role.
- Proficiency level of English.
- University Degree or related, and Spanish would be a plus.
- Driving licence.

Personal skills:

- You have good communications and interpersonal skills.
- You are a highly motivated person and ethically performance driven.
- You will show your leadership skills while managing projects.
- You will stay focused and show your organisational skills while working under pressure.
- You are a problem-solving person and will keep a can-do attitude in your daily tasks.

What we offer

- **Being part of the group that leads the way in developing above deck systems for the most exciting racing yachts, like the Americas Cup fleet, and the world's most iconic superyachts.**
- **You will join the world's most trusted sailing system advisors.**
- **You will have the opportunity to work with the biggest, most complex, and advanced yachts.**
- **The possibility of taking part in a variety of projects with opportunities to engage with a global team and client base daily.**
- Long term position contract.
- Flexibility to match other commitments and activities, like sailing.