



We are hiring!

RUNNING RIGGING 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.

Your Mission

The RigPro Running Rigging department is a rapidly growing part of the NTG Group, and the aim is to become the go-to supplier for all group cordage needs and beyond. As a Running Rigging Administrator, you will play a key role in supporting the day-to-day operations of the department, ensuring that projects, materials, stock, and customer information are accurately managed and efficiently processed.

Working closely with our running rigging specialist, project managers, and workshop team, you will learn all aspects of the department's operations, from administration and logistics to product tracking and process improvement. Through your attention to detail, organizational skills, and willingness to learn, you will become an integral part of the RigPro Running Rigging team, helping us deliver outstanding service and innovative solutions to our customers worldwide.

Main Responsibilities

- Support the day-to-day administration of the Running Rigging department, ensuring accurate project, customer, and product records
- Coordinate incoming and outgoing shipments, maintaining high standards of packaging, labeling and product tracking
- Assist with stock control, purchasing, cost allocation and inventory management to support efficient workshop operations
- Support marketing, product development and continuous improvement initiatives across the department
- Assist with the development of procedures, documentation and Health & Safety processes
- Maintain and update data within Salesforce, WorkflowMax, Excel and other business systems

What we need from you

Technical skills

- Previous experience in an administrative, logistics, or operational support role is preferred
- Proficiency level of English.
- Good IT skills and confidence working with business software and database
- Proficiency in Microsoft Excel and other Microsoft Office applications

Personal skills

- You have good communications and interpersonal skills
- You have good attitude towards learning and developing skills
- You are a highly motivated person and ethically performance driven
- You are highly organised with strong attention to detail
- You are able to manage multiple tasks and priorities in a fast-paced environment
- You are proactive, solution-oriented and committed to delivering high standards of work

What we offer

- The opportunity to learn a trade and grow with the company.
- Permanent full-time contract.
- Salary of 22,000.00 euros gross per year, paid in 12 payments.
- Flexible working hours.
- Mapfre Private Medical insurance.
- An extra day off to celebrate your birthday.
- Having the opportunity to work in a nautical environment.

*FUTURE FIBRES RIGGING SYSTEMS, S.L. is committed to the development of policies that integrate equal treatment and opportunities between women and men, and that avoid any type of direct or indirect discrimination based on sex. We promote and encourage measures to ensure that equality is real and effective within our organisation, establishing equal opportunities between women and men as a strategic principle of our Corporate and Human Resources Policy, in accordance with the definition of this principle established in Organic Law 3/2007, of 22 March, for effective equality between women and men.

In each and every one of the areas in which we carry out our activity, from recruitment to hiring, including salary policy, training, working and employment conditions and occupational health, we assume and apply the principle of equal opportunities between women and men. We also promote the organisation of working time to facilitate the reconciliation of personal, family and working life with the aim of improving the quality of life and satisfaction of our staff.

The principles set out above are put into practice through the implementation of an Equality Plan that represents an improvement in our management system and the guarantee of having an internal structure free of gender discrimination. In this way, we also want to contribute to the progress towards a society in which equality is firm, real and effective.