

COMPANY INFO

Sea Level Marine provides interior and outfitting services for cruise vessels in dry-docks around the world. We can provide you true "turn-key" construction managed by experienced professionals using scheduling and project management tools tailored by our years working in the marine construction environment. Our services span the entire value chain, including engineering, consulting, design, planning, implementation, and production of new builds, conversions, and repairs. Marine joinery contracts for large passenger vessels require a specialized knowledge of combustibility regulation as well as durability, exposure to salt environments and an understanding of the loads imposed on structures in a seaway. With Sea Level's specialized experience in both the engineering and construction of cabinetry and interior elements, we are able to create a refined end product using the materials of high-end joinery while ensuring that internal structures meet IMO regulation and can endure high-traffic public use. Sea Level's field installation crews encompass the full range of skilled trades required for build-outs performed in compressed timelines. From marine electricians and plumbers to skilled master joiners and stone masons, Sea Level works with the most up-to-date tooling and technical equipment.

WEBSITE : www.sea-level-marine.com

<http://www.rm-group.com/en/portfolio/services/maintenance-refurbishment.html>

Key Responsibilities:

REQUIRES EXTENSIVE TRAVEL FOR 3 to 4 weeks at a time

- Provide administrative support to project managers across the organization by following up on action items, updating projects schedules, scheduling project team meetings, and project status reporting, as needed.
- Coordinate meetings, flights, hotel rooms and all misc .travel arrangements as needed for contractors and sub contractors.
- Assist in data entry and evaluation.
- Assist in purchasing and some logistics as needed.
- Proactive approach in identifying and responding to requests and needs.
- Education and Experience:
- Associate degree required, Bachelor degree preferred
- Certified Associate in Project Management (CAPM) or Professional Project Management (PMP) certifications a plus
- Three years of experience performing management level administrative support in a professional environment
- Advanced skills with Microsoft Word, Excel, required
- Knowledge of Microsoft Project a plus
- Public speaking and presentation skills a plus

Key competencies:

- communication skills
- organizational skills
- collaboration
- prioritization
- adaptability
- decision-making
- team work

International Travel Required. Must have a passport and be able to travel for 2-4 weeks at a

- time, 4 times a year.