

Role Title: COO Executive Assistant / SIP Admin Coordinator
Position: Permanent
Location: Greater Belfast
Remuneration: Competitive salary commensurate with the level of the role

Company Overview:

Artemis Technologies, led by double Olympic gold medallist yachtsman Dr Iain Percy OBE, is an applied technologies spin-off from the successful America's Cup professional sailing team, Artemis Racing. The company name, 'Artemis', is that of the classical Greek Goddess, a protector of nature, and our mission is to lead the decarbonisation of the maritime industry, and to develop Artemis Technologies into the clear market leader in high-speed zero-emission vessels.

Based on its innovative intellectual property developed from over a decade of high-performance yacht racing by Artemis Racing, and its expertise as the world's leading high-performance maritime design and applied technologies company, Artemis Technologies is the lead partner of the Belfast Maritime Consortium, which has won a £33 million UK Government Strength in Places Fund grant to develop zero emission ferries, a project that will revolutionise the future of maritime transport.

The Role:

This is an exceptional opportunity for an experienced business support professional, responsible for providing full organisational and administrative support to the Chief Operating Officer, to whom you will report directly. You will be responsible for carrying out all administrative requirements, including diary management, travel booking, taking minutes at meetings and being proactive at every opportunity to identify areas of process improvement from a business support perspective. You will act as a trusted, reliable and responsible support to the COO and develop strong working relationships with internal and external stakeholders. As first point of contact for the COO, you will be an exemplary representative for Artemis Technologies and be confident in your ability to manage commitments and time effectively.

This is a varied and fast-paced Executive Assistant and administrative support role in which no 2 days are the same. This is also a unique opportunity to join a high-calibre business close to its inception, allowing for maximum impact and job satisfaction.

Qualifications, Experience and Personal Qualities required:

- Educated to bachelor's degree level, preferable.
- Advanced IT skills inclusive of all Microsoft Office packages.
- Previous, demonstrable experience in a similar role – supporting to Director level within an EA/PA capacity.
- Strong time management and prioritisation skillset, and the ability to multi – task effectively.
- A positive, can-do attitude, and able to work calmly under pressure.
- A friendly, approachable manner and excellent communication and interpersonal skills.
- An eloquent and professional communication style, both face to face, on the phone and in writing.
- An ability to exercise tact, discretion and diplomacy where required.
- Able to maintain confidentiality where required.
- An ability to pay strong attention to detail and accuracy.
- A flexible approach to work.
- Experience gained from within a startup business would be preferable for this role.

CLOSING DATE FOR RECEIPT OF APPLICATIONS: 01/02/2021

HOW TO APPLY: To apply please send your CV to Erin.b@honeycomb.jobs or contact Erin Butler at Honeycomb Jobs for additional information on 02896 207 050. All applications and expressions of interest are managed with strict confidentiality.

EQUAL OPPORTUNITIES

Artemis Technologies is an equal opportunities employer and therefore is committed to promoting diversity and equality of opportunity and does not discriminate, whether on grounds of race, gender, sexual orientation, gender re-assignment, disability, age, class, community background, religion or belief, or passport held. These principles underpin the company's professional behaviour and are embedded in its policies, procedures, day-to-day practices, and external relationships. The company therefore welcomes and encourages job applications from a fully diverse range of candidates.

PRIVACY

Artemis Technologies is committed to protecting the privacy and security of your personal information as per the terms of our Privacy Policy, available on request from Artemis Technologies Ltd.