

# O Y S T E R

## JOB SPECIFICATION

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### **ASSISTANT CLIENT PROJECT MANAGER**

Based at Oyster Yachts, Saxon Wharf, Southampton

The Assistant Client Project Manager will report to the Lead Client Manager

### **PRINCIPAL JOB RESPONSIBILITIES**

To provide assistance and support to the client facing Project Management team.

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### **GENERAL REQUIREMENTS OF THE ROLE**

- Provide administrative and logistical support to the Client Project Management team.
  - Staff Client Area reception, meet and greet Clients.
  - Attend meetings with Client Project Managers, including taking minutes and notes.
  - Prepare and clear meeting rooms before and after Client visits.
  - Written, telephone and face-to-face communications with Clients.
  - Undertake analysis and research relating to options and customisations for Client Project Managers.
  - Keep computer and paper records for Client Project Management documentation up to date.
  - Liaise with contractors and suppliers.
  - Place orders and update purchasing records.
  - Assist with commissioning, sea trials or delivery passages, when required.
  - Occasional travel between yards and manufacturing sites.
  - Be hard working, truthful and conscientious at all times.
  - Maintain Oyster's good image with all client contact, advice, handover, warranty and after-sales, both during business & social activities.
  - To be a valued member of the Project Management team and undertake any other duties that may assist the department, Oyster Marine or the Oyster Group.
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### **Skills and Abilities**

- Highly organised, literate and numerate
- Excellent written and verbal communication skills
- Competent user of Microsoft Office software
- Sailing experience, ideally including modern sailing yachts of 20m+
- Have an understanding of marine systems used on board modern yachts
- Ability to understand technical drawings and specifications
- Ability to liaise and converse with high net worth clients
- Self motivated, good time management

### **Desirable attributes:**

- Higher education in a relevant field
- Knowledge/experience of yacht production, design and/or refit
- Experience of AutoCAD, Rhino and/or other design software
- Experience of Project planning software
- Relevant sailing qualifications