

Title	Job Description for US018	Task	Name	Date
Document	USH-OCA-JDS018	Prepared	JARIC	7/14/2022
Revision	1	Reviewed	KONSI	7/18/2022
Subject	Staff Role and Responsibilities	Approved	JARIC	7/18/2022
Role ID	US018			
Role Title	Corporate Services Generalist			
Reporting to	Global Business Manager (UK-Based)			
Manager for	None			
Base Location	Boston, MA or New Bedford, MA			
Role Summary	The primary focus of this role is to provide business administration support and assist with operations of our rapidly growing US-based offshore wind consultancy business.			
Job Responsibilities	<p>Supports the Global Business Manager (based in UK) and US Country Manager (based in Boston, MA) with:</p> <ul style="list-style-type: none"> - Administrative items for recruitment, onboarding, and staff HR needs - Liaising with outsourced HR department, benefits consultant, insurance brokers and companies, and payroll provider and providing necessary information to meet ongoing requirements - Insurance policy renewal and audits - US tax filings and compliance - State business and tax registrations - IT administration including equipment orders, account set up, and access - Developing administration policy and process - Administrative requirements to track progress and comply with Quality Management System (QMS) - Administrative support for US-based marketing and business development efforts - Managing shared office space subscriptions and passes - Organizing social events for teams - General administrative ad-hoc tasks as required by operations, company initiatives, or project needs 			
Attributes	<p><i>Experience</i> Minimum 5 years' experience in business administration and corporate services</p> <p><i>Skills & Qualifications</i> Bachelor's degree in Business Administration or equivalent experience Proficient in Microsoft Office and SharePoint Highly organized and proactive Shows ownership, creative problem-solving, and works independently Excellent communication skills Ability to work efficiently from a remote location Willing to assist with a variety of tasks and take on multiple roles within a small, rapidly growing consultancy</p>			
Remuneration	Competitive salary and benefits			