



# Position Description

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<b>Job Title:</b>	<b>Project Assistant</b>
Office:	Pembroke Dock, Wales
Employment Type:	Full Time, Employee
Salary:	To be negotiated
Start Date:	November 2018
Line Manager:	Project Manager

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## Company Overview

Founded in 2012, Bombora is an award-winning ocean energy company with origins in Perth, Western Australia, now based in Pembroke Dock, Wales. Our innovative mWave converters deliver environmentally friendly, large scale energy for national electricity grids. Bombora wave farms can be deployed in coastal locations throughout the world. Bombora strives to create renewable energy solutions with a positive impact on our environment and our community.

## Profile Description

Bombora is seeking a Project Assistant to assist in a range of activities to support the project for the design, fabrication and deployment of the first full scale demonstration mWave device. The business areas to be supported include: procurement, project management and data analysis of numerical modelling & test results. This position would suit a graduate engineer seeking experience within a technology development company potentially leading to an engineering role. The role is based out of Bombora's recently established Pembroke Dock offices.

## Main Responsibilities

- Assisting with procurement of services and equipment for the mWave project
- Research of the marine energy supply chain.
- Liaison with the supply chain.
- Maintenance of project management documentation including risk register
- Assisting with the project management of the mWave project
- Supervised post processing and plotting of numerical modelling and test results. E.g. ABAQUS FEA results.

## Qualifications & Experience

- Degree in Engineering or similar qualification.
- Full and Current EU Drivers Licence
- Medically fit
- Very competent in the use of MS Office suite, and an advanced user of Excel.

### **Required Competencies**

- Effective technical communicator. Good spoken and written English.
- Motivated and able to meet schedule demands
- Familiarity with MATLAB and ABACUS FEA results is preferred
- Good analytical, organisational and QA/QC skills.
- Ability to work proactively and under instruction/guidance.

### **Line of Reporting**

The Project Assistant reports directly to the Project Manager

### **How to Apply**

Applicants should submit an up to date CV together with a covering letter explaining why you are interested in the role and what relevant experiences you have. You should also provide names and addresses of two people that will act as your referees, one of which should be a business/professional contact. We will only approach them if you are invited to interview.

Applications should be emailed to [recruiting@bomborawave.com](mailto:recruiting@bomborawave.com). Please list the job title in the subject field. All applications must be received by 19<sup>th</sup> Oct 2018.

### **Further Information**

Bombora is an equal opportunities employer. We also actively support Welsh language speakers and on request we can provide any of our documentation in Welsh. Please visit our website for further information.