

Vacancy: Document Control, Planning & Reporting Support

Location: Rotterdam

About us: Barge Master

At Barge Master we contribute to the offshore wind industry by deploying our state-of-the-art motion compensation solution. Every day we contribute to the energy transition worldwide. We do this by offering innovative motion compensation design and operations solutions to our clients, mainly in the offshore wind industry.

Our no-nonsense, informal working environment offers you the opportunity to share your enthusiasm for engineering and work together with other passionate team members.

To further strengthen our team in Rotterdam and realize our mission to contribute to a better world by making construction easier, we are looking for **assistance in document control, planning and reporting!**

This position can be done part-time, for example half days but we do look for someone who is available 3 or 4 days a week (e.g. morning or afternoon).

About the job: Document controller

As a Document Controller at Barge Master, you will assist project management to keep documentation in order, assist in making project planning updates, and in reporting. A glimpse of your responsibilities:

- Learn to work with the Oracle Aconex system
- Load Barge Master documentation
- Monitor actions from the document control system and assist the project manager in managing the action-lists
- Join planning meetings and update the planning
- Assist in making regular project reports
- Part-time

You will learn about the marine and offshore industry and about project-management. You will be a member of a close-knit team and make contributions to the Vineyard Wind project: a game changer in the offshore wind industry.

Watch the video of the Feeder solution <https://www.youtube.com/watch?v=yZHY9XLVioE>

You will have flexibility to schedule your work.

About you:

We are looking for a smart and enthusiastic technical person with a practical backbone and the following profile:

- You have affinity with a technical product (bachelor's or master's degree in a technical field)
- You are diligent and structured
- You are a communicative team player
- You are enthusiastic, self-driven, and eager to work in an entrepreneurial environment
- You are flexible and have a sense of responsibility to get the job done

Working with Barge Master

At Barge Master we work hard to deliver quality and finish our projects on time. We believe a stimulating company culture with enough room for fun motivates our people to do so. Our company is growing and we want you to grow with it. That is why working at Barge Master also means:

- Working in an exciting industry that contributes to the energy transition projects worldwide
- An open, young, diverse, and supportive working environment
- Professional and personal development opportunities
- A healthy and sustainable lunch, including a salad bar
- A beautiful view of Rotterdam from our 12th floor

Procedure

If you recognize yourself in this position, you can apply by sending your motivation letter and CV to recruitment@barge-master.com. We will be in contact to let you know if you have been selected for the first interview. If there is a match after the first interview, we will continue with a second interview and if it is still a match we will offer you the role.

This vacancy is only for EU nationals.