



Office assistant

Company description

Barge Master is a fast growing company in the offshore wind industry. We are an innovative company that develops motion compensation solutions, such as platforms, cranes and gangways for the maritime and offshore industry. Barge Master's office is located in Rotterdam.

Barge Master will as of next year contribute to the construction of offshore wind farms, amongst others, of the coast of the USA with an innovative solution: the BM-Feeder. For this motion compensated feeder solution we will launch a new build program, which will require a significant increase of our teams. Watch a movie of our solutions:

[Watch video](#)

Job description

As a central point within our organization, you are jointly responsible for running our office. You will work in a dynamic organization, where you have a lot of freedom (and therefore also responsibility) to master this new role.

These includes the:

- Receiving guests;
- Answering the phone and processing incoming mail;
- Booking flights and hotels;
- Planning and organizing meetings, company trips and other events;
- Handling orders and stock management: such as keeping stock of office supplies and food/drinks in order;
- Practical care for employees: such as arranging public transport cards, office keys, administrative issues, requests related to hardware & software or other necessities, cards and gifts if there is something special;
- Administrative and secretarial tasks;
- Support Marketing in organizing exhibitions and events.

Your profile

You know how to take control, can work independently and can make your own decisions. You are helpful and like to leave a good impression with customers and colleagues. You work meticulously and are motivated to develop yourself further.

We are looking for someone who:

- is available full time (40 hours);
- has completed an MBO or HBO education (ideally related to Office Management, P&O or similar);
- is fluent in Dutch and English (also written);
- has knowledge of Microsoft Office;
- is service-oriented and decisive.

Working at Barge Master

At Barge Master we work hard to deliver quality and finish our projects in time. We believe a stimulative 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 the exciting offshore wind industry that contributes to the energy transition
- An open, young and supportive working environment
- A remuneration that reflects the responsibilities
- Operating in a team with large individual powers
- A healthy and sustainable lunch, including a salad bar
- Many company events
- A beautiful view of Rotterdam from our 12th floor

Procedure

If you are interested and would like to be part of a young, fast growing offshore company, please send an email with your motivation and CV to: recruitment@barge-master.com. For further information you can contact Nathalie van der Vlist on 010-409 00 60.

This vacancy is only for EU nationals.



*We would like
to hear from you!*