

Operator Planner/Office Manager

Does helping your colleagues energise you? Would you like to be involved in office work and administrative support in addition to scheduling the Barge Master Gangway Operators? Then you're the person we're looking for!

Vacancy

As a central point within our organisation, you are responsible for running our office. In addition, you schedule the Operators who operate the Barge Master Gangways, in addition to all the usual general and supporting tasks. These include:

- Planning the operators' on-board work schedules;
- Booking flights and hotels;
- Receiving guests;
- Answering the phone;
- Processing incoming and outgoing mail;
- Handling orders and stock management;
- Keeping the office space in order;
- Helping with the start-up of new projects within the organisation;
- Administrative and secretarial tasks;
- Supporting HR administration;
- Offering commercial support.

Requirements

You know how to take control, can work independently, 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 also:

- Is available full time (32+ hours) ;
- Has completed an MBO or HBO education (ideally related to Office Management, P&O or something similar);
- Has at least 1 year of relevant work experience;
- Is flexible and can handle ad hoc work efficiently;
- Can communicate efficiently;
- Fluency in Dutch and English (also written);
- Service-oriented and decisive.

Company description

Barge Master is a fast growing company in the maritime and offshore industry. Barge Master develops systems that compensate for a ship's swell. Our systems increase safety and workability and reduce the costs of offshore work. Barge Master develops different systems that can be attuned to the client's needs.

Barge Master deploys its systems worldwide. Typical customers are energy companies, offshore contractors, maritime service providers, dredging companies, shipyards and salvage companies. Our office is located in Rotterdam. For more information see: www.barge-master.com

Applications / Contact information

If you're interested in the position of Operator Planner/Office Manager, please send an e-mail to: recruitment@barge-master.com with your motivation letter and CV. You can also contact us via this e-mail address if you have any questions about the position.

Consulting Companies, Staffing Agencies and 3rd Party Recruiters need not apply.