

JOB TITLE	Admin and Crewing Assistant
LOCATION	Belgium
EMPLOYMENT	Permanent
REPORTS TO	Crewing Manager

DESCRIPTION OF FUNCTION

As an Admin and Crewing Assistant you will be responsible for the management and planning of the marine and project crew working for the nearshore and day projects. You will work in close collaboration with the crewing manager and assist her with crewing improvement projects.

JOB RESPONSIBILITIES & DUTIES

- Long term and day-to-day planning of marine- and project crew on different nearshore and day projects.
- Organization of travel (flights, train, car, hotels, ...) of personnel.
- General administration related to crewing: keeping the marine and project crew information systems up-to-date (internal and external), purchase orders.
- Point of contact with internal stakeholders, crewing agencies and subcontractors.
- Follow up project specific requirements (permits, certificates).
- Assisting, advising and implementing crewing procedures.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Hold a bachelor degree.
- Have good spoken and written English and Dutch skills. Knowledge of French is a plus.
- You possess good MS Office skills.
- Experience in people planning.
- Have attention for detail, willingness to learn and can interact well with all kinds of people.
- Flexible and can deal with last minute changes.