

Administrative Support

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Company: DEME Group

Location: Belgium

Category: computer-and-mathematical

Summary

Check out the Administrative Support position—a perfect fit for someone who loves being the go-to person for all-round administrative related tasks and support to the team.

Dredging

Admin & Support

Belgium

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Administrative support to the department, handling various administrative tasks including reviewing & archiving documents, planning meetings & events, preparing presentations, ordering office supplies and more;

Bachelor degree;

Administratively precise and efficient;

Enthusiastic user of Microsoft applications Word, Excel, Powerpoint, SharePoint and Teams;

Fluent in Dutch and English. Another languages is a bonus;

An extensive mobility program for a healthy work-life balance.

A permanent training track which allows you to develop yourself personally and professionally.

A stimulating, innovative workplace with numerous growth opportunities.

A people-oriented environment with an interactive health program and a focus on employee wellbeing.

WHERE NEXT?

Excited? Ready to explore? Great! Here's what the next steps look like:

01

Apply

Click the Apply button above and send in your application.

02

Invite

We'll review your application. If there's a match, you'll receive an invitation to meet with one of our recruiters.

03

Meet us

Either at our HQ or virtually, we'll get to know each other better and discuss your opportunities together.

04

Join our team

Where Next? Time to sign your contract and embark on your DEME journey!

Related jobs

All jobs

Coordinator Milieu en Grondverzet

Ben jij klaar om een coördinerende rol in te nemen in ons projectteam? Als de expert die onze projectteams begeleidt door de grondverzetregelgeving en alle milieukwesties bij grond- en baggerwerken. Met jouw oog voor detail en passie voor duurzaamheid zorg je voor een naadloze afhandeling van milieutechnische onderzoeken en adviseer je bij het vinden van de

perfecte bestemming voor overtollige grond. Sluit je aan bij ons team en laat je adviserende en controlerende vaardigheden schitteren!

Dredging Operations Belgium See details

Design Manager Foundations

DEME is searching for a motivated Design Manager to reinforce the offshore wind foundation design team. If you are an experienced professional with relevant engineering expertise in the offshore structures domain, this is an excellent opportunity to join a dedicated team of engineers specialized in the successful delivery of design-build (EPCI) foundation and balance of plant (BoP) renewable energy projects, such as the innovative Saint-Nazaire and Arcadis Ost 1 projects. As a design manager, you will be leading the foundation design process of one of our offshore wind projects or tenders. Together, we work on DEME's vision of creating a sustainable future.

Offshore Engineering Belgium See details

Geotechnical Engineer

As a Geotechnical Engineer, you will focus on a wide variety of challenges supporting our cable installation business unit on offshore windfarms. Your challenges will extend from multi-disciplinary cable route engineering to cable burial studies and managing complex soil datasets. You will be responsible for sound and expert output to support our project and tender teams or work on one of our many R&D projects.

The engineering department in Breda consists of approximately 30 employees. You will work in an international team of 8 Hydraulic and Geotechnical engineers. As a geotechnical engineer you will support our commercial and project teams by providing, amongst other things, expert advice on cable protection strategies and cable route design. Together with the team, you will help our society transition to a sustainable future.

Offshore Engineering Netherlands See details

Design Engineer HV Cable Systems - Subsea Installations

As Cable Design Engineer, your key responsibility will be to ensure that the High Voltage Submarine Cable Systems for our EPC subsea cable installation projects are designed, manufactured and tested as per our requirements and project specifications. You will be part of a small, international team, supported and coached by an experienced manager. In this position you will collaborate closely with suppliers, clients and various internal stakeholders, and you will contribute to our vision: creating a sustainable future.

Offshore Engineering Netherlands See details

HR Officer Carfleet

Do you want to join our team as HR Officer Carfleet? Read more about this role!

DEME General HR Belgium See details

HR Administrator Immigration

The HR Administrator Immigration works as part of a centralized support team at the heart of DEME's HR corporate operational organization. In this role you will provide internal clients/stakeholders from all DEME's disciplines with timely and accurate advice on immigration issues and drafts applications. You also serve as the main point of contact for projects in specified countries.

DEME General Admin & Support See details

Category Buyer Chartering

As Category Buyer Chartering you will be responsible for a correct execution and follow up of the entire chartering process for certain segments of vessel types chartered to support DEME's activities worldwide. You will be part of a team consisting of 5 colleagues.

DEME General Supply Chain / Procurement Belgium See details

Database Administrator

We are seeking a skilled Database Administrator with expertise in SQL Server, PostgreSQL, and proficiency in PowerShell scripting to join our team. As a DBA, you will be responsible for managing and optimizing our SQL Server and PostgreSQL database systems, ensuring their stability, performance, and security. This role requires a strong foundation in SQL Server administration, experience with PostgreSQL, and the ability to leverage PowerShell for automation and scripting tasks. Knowledge of SSAS (SQL Server Analysis Services) and DevOps practices would be a plus. You will collaborate with development teams, system administrators, and stakeholders to design, implement, and maintain our database infrastructure.

DEME General ICT India See details

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