

## Administrative Support Learning & Development

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Company: DEME Group

Location: Belgium

Category: business-and-financial-operations

### Summary

As a L&D support, you will ensure that our training organization within our growing organization remains perfect.

You will work in a team based in Zwijndrecht HQ and carry out various training planning activities for our national, international and maritime employees.

DEME General

Admin & Support

Belgium

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[Our offer](#)

Being responsible for different sort of administrative tasks related to Training

You are an active participant in planning the weekly/monthly training schedule.

Inserting information in the HR systems.

Contact person for various training related questions & training partners

Being in charge of a project which will extend over several years

Make logistic arrangements for colleagues such as hotel bookings, travel plans for their training

Strong organizational skills and eye for detail

You have a flexible attitude in an ever-changing environment

You take responsibilities, are proactive and a team player

You speak and write fluent Dutch and English

You have some previous work experience in a similar role

Having experience in an HR Department in a technical environment is a big advantage

A mobility program for a healthy work-life balance

A permanent training offer that enables personal and professional development

A stimulating, innovative workplace with many growth opportunities

A people-oriented work environment with a strong focus on the well-being of our employees

## **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

### **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

### **Contract Manager**

Als ervaren contractmanager binnen TM ROCO maak je deel uit van de dienst Contractmanagement. Zo sta je in, in overleg en in samenwerking met het contractmanagement team, voor het opvolgen van het naleven van alle contractuele aspecten rondom het project. Werken als contractmanager bij TM ROCO kenmerkt zich door de diversiteit aan (deel)projecten, mensen, vraagstukken en problematiek. Je bent adviseur, onderhandelaar, beslisser en probleemoplosser in één. Dit vereist een optimale communicatie met de verscheidene diensten en teams binnen de organisatie van TM ROCO, evenals een correcte communicatie naar onderaannemers en de klant toe.

DEME General Legal & Insurance Worldwide See details

### **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 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

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