

Hamburg, 12 February 2019

Global Maritime is an offshore and marine consultancy specialising in:

- Engineering & Design
- Marine Operations
- Marine Warranty Survey, Oil & Gas, Offshore Wind
- Dynamic Positioning
- Passenger Ship - Safe Return to Port (SRtP)
- Survey, Risk & Safety
- Consultancy Services.

For our Hamburg office we are looking for a part time student to work in document control and project administration.

Werkstudent/Project Administration

Scope of work:

- Update the document database and provide status of engineering review.
- Download and upload documents on client's online document management system.
- Monitor incoming emails in project distribution email addresses.
- Other administration tasks within the marine warranty department.

Profil:

- Literate in MS Office (Word & Outlook)
- Motivated and proactive
- Fluent in english language
- Experience with document databases is a plus
- Engineering background is a plus

You are willing to work in an international, multidisciplinary team, challenge yourself and learn about the administration an offshore construction projects.

We look forward to hearing from you!

Please send your application (minimum CV & Cover letter optional) at periklis.hoegger@globalmaritime.com

Periklis Hoegger
Marine Warranty Lead

www.globalmaritime.com