



The Bluestream Group

The Bluestream Group is an internationally-operating project organization with offices in Den Helder and the UK.

Bluestream NL BV undertakes subsea activities for subsea civil engineering and the offshore industry, by using modern diving equipment and ROVs (Remote Operated Vehicles).

Bluestream Access BV carries out inspection, repair and maintenance work at high levels and/or inaccessible locations, using Rope Access climbing techniques.

Bluestream Holding BV carries out all necessary general and technical services for our operating companies.

As a result of remarkable growth within our organization, we are looking for a:

PROJECT SECRETARY m/f (Fulltime)

Scope of activities:

- Keep up and update the project administration and documentation;
- Document controlling of procedures, reports, tenders, calculations and correspondence;
- Maintain the project team by manufacturing reports and tenders;
- Manufacturing, sending, register, coordinate and making copies of the project documentation;
- Coordinate the internal and external correspondence;
- Administrate the agenda of the total project team;
- Take the minutes of meeting;
- Book and plan the flights and hotels for the members of the project team.

Your talents:

- MBO qualification, specializing in secretarial / administrative work;
- Flexible attitude to working hours and the work itself;
- Ability to work independently and as a part of a team;
- Communication skills;
- At least relevant work experience;
- Able to deal with stress well;
- Experience in the offshore industry whilst desirable is not a position requisite.

We offer:

You will be a part of our enthusiastic team. The Bluestream Group features an 'open door culture', informal short communication lines and a good working atmosphere. The terms of employment are excellent and you will have the opportunity to develop your career.

Are you willing to take up this challenge?

Send your letter of application and CV, within 2 weeks to:

The Bluestream Group, at the attention of Judith van Os, Koperslagersweg 2, 1786 RA Den Helder;

E-mail: j.vanos@thebluestreamgroup.com; website: www.thebluestreamgroup.com.

If further information is required, please contact Mrs. van Os, phone (+31) 0223-637784