



The Bluestream Group

The Bluestream Group, since 1977, is an international project organisation with the main office in Den Helder (The Netherlands) and a subsidiary office in Aberdeen (UK). The Bluestream Group consists of Bluestream Subsea Contractors, Bluestream Access and Bluestream Holding.

Bluestream Subsea Contractors undertakes subsea construction and IRM activities for the oil and gas industry, using state of the art diving equipment and Remote Operated Vehicles. Bluestream undertakes its activities from Diving Support Vessels (DSVs) Northern River and Paladin. The air diving activities from the Northern River can be performed up to a maximum depth of 50 meters whilst saturation diving activities from the Paladin can be carried out to a depth of 300 meters. At the moment Bluestream has a fleet of 11 ROVs of various types with system specific possibilities.

Bluestream Access carries out inspection, repair coating, construction and maintenance work at high level and/or difficult accessible locations, using 'Rope Access' climbing techniques. These activities can be performed both onshore and offshore.

Bluestream Holding facilitates all necessary general and technical services for our operating companies.

As a result of the continuing growth within our organisation, we are looking for a:

SECRETARIAL/ ADMINISTRATIVE ASSISTANT

Main activities and responsibilities

- ☛ You will organise advertisements and place them according to an advertisement schedule;
- ☛ You will keep the website update with the latest news;
- ☛ You will make reservations for flights and hotels;
- ☛ You will be the focal point for the printing offices;
- ☛ You will coordinate and keep update the stock of all brochures, give a ways, clothing etc.;
- ☛ You will prepare and revise (Power Point) presentations;
- ☛ You will process the data of all branch related information;
- ☛ You will keep up date all data of the business relations;
- ☛ You will process all information as a result of the seminars, exhibitions, meetings etc.;
- ☛ You will execute all other necessary work.

Qualification & Education

- ☛ MBO or equivalent, preferable with secretarial degree;
- ☛ Flexible attitude to working hours and the work itself;
- ☛ Ability to work independently and as a part of a team;
- ☛ Able to deal with stress well.

Skills & Competence

- ☛ A creative mind;
- ☛ Excellent verbal and written communication skills in English;
- ☛ Strong attention to detail;
- ☛ Accurate;
- ☛ Sense of humor.



The Bluestream Group

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 and conditions 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 before 5 August 2008 to:

By email:

HRM@thebluestreamgroup.com

By post:

The Bluestream Group

Attn.: Mrs. Judith van Os

Koperslagersweg 2

1786 RA Den Helder

The Netherlands

If further information is required, please contact Mrs. Judith van Os, by phone or email.

Telephone number: (+31) 0223-637 784

E-mail: j.vanos@thebluestreamgroup.com

Website: www.thebluestreamgroup.com