

LNG Projects – Document Controller

EXMAR Ship Management is a maritime company ensuring 24/7 operations of specialized floating assets. We deliver tailor-made technical, crewing and marine management, training and consultancy services, combining our maritime and offshore know-how with an innovative approach.

The team of LNG Projects is a driving force behind the creation of greater value in the company. We provide consulting/supporting services to different clients for realizing their specific LNG projects. The projects handled by the team are very diverse in nature and are all out of the day-to-day operations of the vessels such as tendering of new contracts, new building support, conversion works and continuous improvement projects.

To support our enlarged set of activities, we are looking to expand our team with a dedicated colleague for assisting us on all the different projects.

Your role

Your core responsibilities include:

Responsibilities:

- You provide technical and administrative support to project teams
- You control the internal and external distribution of project deliverables and ensure timely deliverables submission according to the contract requirements
- You communicate actively with all parties involved in the ongoing projects
- You maintain records of outgoing documents
- You provide weekly project updates to your team and customers

Your qualifications

- Firm knowledge of Dutch and English (written and verbal)
- Being familiar with engineering and project management
- Excellent skills in communication
- Ability to work in multicultural environments
- A technical background or interest is a plus.

Your talents

- *Prioritization*: you make decision points in the scheduling of a task or part of a task visible and you manage through a balance between quality and quantity;
- *Organisation and planning*: you are well-organised and you finish your tasks as per plan;
- *Reliability*: you act consistently with integrity, objectivity and transparency, you take up responsibility and honour agreements;
- *Stress resistance*: you continue to perform effectively under work and / or time pressure;
- *Cooperation*: you like working or acting together willingly for a common purpose or benefit;
- *Analytical ability*: you know how to distinguish between main and side issues.
- *Commitment*: you demonstrate dissatisfaction with average performance, sets higher demands on your own work and act accordingly;
- *Independence*: you take action based more on your own convictions than on a desire to please others; you have your own opinion and express this.

Our offer

Exmar Ship Management offers a competitive salary and a comprehensive benefit package. We are an equal opportunity employer.

You may also expect a steep learning curve and the flexibility to adapt this learning curve to your personal interests. Moreover, you will be working in a young and enthusiastic environment ...

Our values are *Respect, Commitment, Working in Alliances* and *Innovation*. We believe in these qualities, which are essential for building an even stronger Exmar Ship Management. If you can identify with them, you could be the one to strengthen our team.

Contact

If interested, please send your CV and cover letter to our LNG Business Unit Director Captain Claude Maerten via email applyesm@exmar.be.