

Office Manager

We are looking for an Office Manager to make our office facilities optimal for workplace and team interaction and provide administrative support to an international team of talented and passionate individuals committed to shaping the future of the maritime sector.

The Global Maritime Forum is an international not-for-profit organization committed to shaping the future of global seaborne trade, to increase sustainable long-term economic development and human wellbeing.

We are a leading platform for multi-stakeholder collaboration and action, founded on the idea that progress happens when people from all parts of a system – those who have the will and the influence to make positive change – work together on finding new solutions to critical challenges.

About the role

We are a fast-growing organisation that has gone from a small start-up to a more consolidated international organisation over the past few years. As our Office Manager, you will play a key role in supporting the culture, efficient operation, quality administration, and the practical running of our Copenhagen office. You will have a wide range of responsibilities, serving as the first point of contact for staff and guests alike, supporting the team with well-run office facilities, providing administrative services, managing general inboxes, and supporting the operation of the organisation as needed.

We are looking for a self-driven, motivated, and outgoing colleague with a hands-on mentality who will support our team with care and dedication. With many initiatives and launches ongoing, we are looking for someone who will want to hit the ground running.

Key responsibilities

- Overall responsible for office facilities, ensuring that offices are in good working order and supplied appropriately to meet the team's need
- Serve as the primary contact for all office-related matters, including contracts and agreements with the landlord, maintenance, service providers, access for staff, weekly grocery orders and deliveries, office supplies, and storage
- Payment of invoices, preparation and filing of documents, asset management such as IT hardware etc., handling of time-tracking system, and leave calendars
- Supporting the team with travel administration, incoming mail and e-mail, and phone calls to the office (the info-account and land-line), shipments, and organizing team events
- Glue the team together organizing team events
- Support meetings and conference calls, coordinating calendars, travel arrangements, visa applications, accommodations, and expense reports
- Owner of our manual on-boarding and off-boarding tasks for all employees globally and you ensure accuracy in our systems, templates & IT forms, procedures, and all relevant papers.
- Occasionally meet and greet guests and help setting up meeting rooms
- Support the management team with posting job advertisements and when necessary, handling application documents, scheduling interviews and/or relevant meetings.

- Troubleshoot employee issues and requests
- Support the organisation with all relevant actions and tasks deriving from the delivery of IT set-ups etc. to ensure accuracy in our systems, templates & IT forms, procedures, and all relevant papers. IT-support is outsourced.

About you

- You are organised, service-minded and passionate about making teams run seamlessly
- You have drive, take initiative, and are motivated by finding ways to improve systems and processes
- You have strong interpersonal – written and verbal – communication skills, in English and in Danish
- As a colleague, you are enthusiastic, helpful, diligent, and a natural point of contact and go-to-person
- You have exceptional organisational skills, with a well-structured and proactive and patient approach, attention to detail and follow-through
- You are flexible and able to adapt to fast-changing priorities
- You are proficient in MS Outlook – Word, Excel, PowerPoint, and Teams.
- You are a fast learner

About us

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation committed to shaping the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing. We bring together leaders from across the maritime value chain with policymakers, NGOs, experts, and other influential decision-makers and opinion shapers to tackle collective challenges and to develop new solutions and ideas for action. We identify, develop and share new insights and key issues on the global agenda and facilitate collaborative initiatives to drive ambitious action that creates lasting change.

We are an international team of highly motivated people placed in several countries dedicated to creating a sustainable future not only for the maritime sector but for people and the planet. We share a common goal of making real change and bring our passion and ideals to everything we do. We look for people who are intellectually curious, driven and enjoy the challenge of working in a dynamic, fast-paced environment, adapting to an evolving portfolio of activities and events. We offer an opportunity to be part of an organisation driven by future-focus, a collaborative and entrepreneurial spirit, and where you can bring your skills to bear on a meaningful mission.

How to apply

Please send your resume and a cover letter to careers@globalmaritimeforum.org. Please mark your application "Office Manager". Applications will be assessed on a rolling basis till end of business Sunday 4 August 2024. The working place will be the office in Copenhagen.

We value diversity and are committed to creating an inclusive environment for our team. Appointments are based on qualifications, merit, and the needs of our organisation.

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance and Operations at **+45 4253 2047** or ms@globalmaritimeforum.org.