

Project assistant, finance and operations

Global Maritime Forum, Copenhagen | Apply before 10 August 2025

Note: We review applications on a rolling basis and encourage you to send your application at your earliest convenience.

Do you want to join our mission to make the maritime industry more sustainable for both people and planet? The Global Maritime Forum is looking for a student assistant to support us in taking our activities to the next level. You will support our team of roughly 50 colleagues, both those in our main office in central Copenhagen and those who work remotely from around the world.

This is the perfect opportunity to learn the dynamics of an office early in your career as we are looking for a person just enrolled in higher education. You will have the chance to join our international, diverse team of purpose-driven individuals committed to shaping the future of global seaborne trade. Your role will be to support the Global Maritime Forum's ambitions of seamless, compliant and effortless operations across the organisation. If that sounds interesting, please keep reading to learn more.

About the role

As a student assistant you will join our Finance & Operations Team that supports and operates our Copenhagen based office. You will have an important role in running the day-to-day admin tasks and processes.

You will have a wide range of responsibilities, serving as a point of contact for the team members you will make your contribution to with well-run office facilities, provide administrative services, managing general inboxes, and the operation of the organization as needed.

To begin with, your role will be about supporting our office management but depending on your skillset and ambition you can be involved in finance, HR and operation across the Finance & Operation Team.

We are looking for a self-driven, motivated, nifty, and outgoing colleague with a hands-on mentality who will support our team with a service minded and a can-do attitude. Your background is not as important.

The most challenging and exciting part of this job is managing the wide array of tasks and keeping track of the many ad hoc requests and needs that arise. It is therefore vital that you enjoy juggling multiple tasks.

About you






We are looking for a person with the following skills and personality:

- You have just started studying and want to learn the inner workings of an office. What you study is less important
- You have drive, you take initiative, and you are motivated by finding new ways to improve systems and processes
- You are organized, service-minded and passionate about making teams run seamlessly
- You have strong interpersonal – written and verbal – communication skills in English, and to some degree in Danish
- As a colleague, you are enthusiastic, helpful, and diligent
- You have a well-structured 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 work independently and reliably to complete your assigned tasks
- You are humble, patient, and thorough and have a can-do attitude
- You have strong interpersonal skills when coordinating with colleagues, teams and stakeholders, ensuring smooth communication and collaboration
- You are a team player who makes colleagues shine when putting the team and colleagues first, always with an inclusive and collaborative approach

What we offer

We offer an opportunity to be part of a young, dynamic, growing international not-for-profit organisation and a purpose-driven team. We have high ambitions, but a strong culture of continuous learning and growth, curiosity and collaboration and an empowering and inclusive work environment. There is space for both the social and the serious.

Besides that, we offer:

-  Beautiful office in central Copenhagen
-  A healthy work-life balance
-  Mobile phone, paid wifi, and lunch scheme
-  An international and inclusive team, currently counting ~ 25 different nationalities
-  An opportunity to make a real-life difference for people and the planet

Practical information

The position is 10-15 hours a week. The expected start date is in August 2025 as agreed. The duty station is our Copenhagen office. A valid working permit in Denmark is required.

How to apply

Please send your **CV and cover letter** to careers@globalmaritimeforum.org. In the subject line, mark your application with your full name and "Project Assistant, Operations". Please send it no later than **10 August 2025**.

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance & Operation, at +45 4253 2047.

About the Global Maritime Forum

We are an international team with a global reach and about 50 highly motivated colleagues. The annual turnover of 9.1 million EUR is partly financed by contributions from our partners, partly by institutional donors and philanthropic funding. We share a common goal of making real change and bringing our passion and ideals to everything we do. In addition to the Annual Summit, the Global Maritime Forum is focused on decarbonisation and human sustainability, engaged in a number of concrete initiatives and action groups and secretariate for the Sea Cargo Charter, the Poseidon Principles, and the Poseidon Principles for Marine Insurance.

