



# Office Manager

Global Maritime Forum, Copenhagen

Apply before 17 September 2025

Place of work: Copenhagen – on site presence required

Please submit applications as soon as possible. Applications are reviewed on an ongoing basis.

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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 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. 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.

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

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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 new 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, answering our main phone 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. 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.

## Key responsibilities

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- 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, and asset management
- Support the management team with administrative services such as organising team events, meetings and conference calls, coordinating calendars, travel arrangements, visa applications, accommodations, and expense reports
- Occasionally meet and greet guests and delegations and provide them with catering as needed, set up of meeting rooms
- Help employees set up home offices or relocate to Denmark

## About you

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- You are organised, service-minded and passionate about making teams run seamlessly
- You are driven, 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 approach, attention to detail and follow-through
- You are flexible, solution oriented/pragmatic and able to adapt to fast-changing priorities
- You are proficient in MS Outlook – Word, Excel, PowerPoint, and Teams
- Experience in an administrative or operational role is a plus, but not a requirement

## What we offer

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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, 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
- Lunch scheme
- An international and inclusive team, currently counting ~ 25 different nationalities
- An opportunity to take part in making a real-life difference for people and planet

## Practical information

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The position is full time. The expected start date is as soon as possible or 1 November 2025. The duty station is our Copenhagen office. A valid working permit in Denmark is required.

## How to apply

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Please send your CV, cover letter and documentation for relevant experience to [careers@globalmaritimeforum.org](mailto:careers@globalmaritimeforum.org). In the subject line, mark your application with your full name and "Office Manager". Please send it no later than **17 September 2025**.

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance & Operations, at +45 42532047.

## About the Global Maritime Forum

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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 several concrete initiatives and action groups and secretariat for the Sea Cargo Charter, Poseidon Principles and the Poseidon Principles for Marine Insurance.