



Project Coordinator, People and Culture

Global Maritime Forum, Copenhagen

Apply before 21 April 2025

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 People & Culture coordinator to help take 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 for those early in their HR career or those looking to build on and broaden their People & Culture profile and skills. 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 support the Global Maritime Forum's ambitions of seamless, compliant and effortless People & Culture operations across the organisation. If that sounds interesting, please keep reading to learn more.

About the role

As a key member of our two-person People & Culture team, you will support and operate the People & Culture efforts in the Global Maritime Forum from A to Z. You will have an important role in running the day-to-day admin tasks and processes and will be the main point of contact for time registration and employee handbook enquiries. You will also ensure alignment and efficiency across the organisation by following up on processes and procedures related to the annual cycle in People & Culture.

In collaboration with the Finance and Operations teams, you will ensure that payroll runs smoothly and that we succeed in our recruiting and onboarding efforts, both culturally and administratively. You will also ensure internal alignment and general quality standards are met in all activities related to the employee life cycle.

With around 25 nationalities in the organisation, the People & Culture Coordinator will help ensure compliance with local legislation and continuously build shared knowledge of country-specific legislation, adjusting processes, adapting to locale procedures and developing new and smarter ways to operate our P&C activities. You will serve as a liaison within the organisation, maintaining accuracy and consistency in navigating intercultural settings and supporting the inclusion of remote team members.

As we operate in a dynamic environment, we are constantly looking to attract smart and skilled employees who align with our purpose of driving positive change. You will support the full employee recruitment process—including drafting job descriptions, posting job ads, searching through LinkedIn, screening candidates, coordinating interviews, advising relocation, drafting contracts, securing documents, and initiating and coordinating onboarding. Your overall goal will be to ensure that candidates experience a professional recruitment process.

The hardest and the most 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 projects, workstreams, and tasks. The upside is that you will develop significant expertise and get a unique understanding of the maritime sector and NGOs working in the climate and human sustainability space.

About you—who is suitable for this role?

We are looking for a person with the following experience and skills to build on:

- You have relevant People & Culture experience from an admin position, internship or relevant student assistant job
- Fluency in English is essential, both verbally and in writing. Danish language skill is not a requirement
- Strong writing and visualisation skills
- Basic project management skills to manage content flow, track project milestones, and ensure timely delivery. Experience with Asana is a plus.
- Knowledge and interest in cross-border legislation and regulations. Experience at an international organisation is an advantage
- Advanced university degree in HR, business administration, political science, law or similar
- Comfortable working in a scale-up environment
- Experience at an NGO, not-for-profit or governmental organisation is not a prerequisite but is an advantage
- Experience with LinkedIn Recruiter is an advantage
- Experience in the digitalisation of People & Culture processes and the implementation of HR systems is an advantage

To be our Swiss army knife in People & Culture and help make Global Maritime Forum fit for the future, we are looking for a colleague with the following personal skills and competencies:

- You are intellectually curious and driven and enjoy the challenge of working in an international environment and adapting to an evolving portfolio of activities and events
- You are proactive and structured when juggling multiple tasks and prioritise effectively in a dynamic environment
- You work independently and reliably 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
- You have an instinctive IT understanding and appetite for digital processes

What we offer

We offer an opportunity to be part of a 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
- Market level salary level (depending on your experience)
- An international and inclusive team, currently counting ~ 25 different nationalities
- An opportunity to make a real-life difference for people and planet
- A salary remuneration package depending on your qualifications and experience level, including health insurance, mobile phone, paid wifi, and lunch scheme.

Practical information

The position is full-time. The expected start date is 1 June 2025. The duty station is our Copenhagen office with the possibility to work from home as per agreement with your manager. A valid working permit in Denmark is required. You will be expected to travel three to five days per year.

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 "P&C Coordinator"**. Please send it no later than **21 April 2025**.

For more information about the Global Maritime Forum or the position, please contact Martine Siesbye, Head of People & Culture, at msi@globalmaritimeforum.org.

About the Global Maritime Forum

We are an international team with a global reach and about 45 highly motivated colleagues. The annual turnover of 8.5 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, Poseidon Principles and the Poseidon Principles for Maritime Insurance.