



BASIC ROLE DETAILS

TITLE: Team Assistant

REGION: Alkmaar

DEPARTMENT: Technical & Operations

MANAGER: Technical & Operations Manager

ROLES REPORTING INTO THE ROLE: n/a

GENERAL

TAQA ranks as one of the largest energy and water companies in the world. Our purpose: “powering a thriving future by efficiently providing sustainable and reliable energy and water to unleash the unlimited potential of people and places”.

With over 30 nationalities across the global organisation, we are committed to promoting a corporate culture where everyone is valued and able to play their part in building our future success.

In the Netherlands, we focus on the on- and offshore production of oil and gas as well as the operation of two underground gas storage facilities. The latter are strategic assets in the provision of reliable gas in the Netherlands. Their importance will only increase in the coming years as the greater dependence on gas imports will mean domestic storage becomes key to maintaining security of supply.

The energy landscape in the Netherlands is changing, and TAQA is supporting the energy transition in two key ways: we are contributing to continuity of gas supply in the short-term as the transition agenda moves forward. We are also participating in large-scale sustainability developments such as hydrogen and green gas expertise center Investa and Porthos, a CO₂ capture and storage project.

You will be given a lot of responsibility when you join the company, which you are expected to take. And you'll get the space you need to do your job. Individual and team contributions really make a difference at TAQA.

Our success as a company depends on the engagement and passion of our people. Although our organization is large and global, locally we work with short reporting lines in an open and informal culture. We strive for diversity when attracting talent to our organisation and give your personal development our full attention.

In all we do, safety is our first priority. The safety and care of our people, as well as our surroundings and the environment.

ROLES AND RESPONSIBILITIES

BASIC PURPOSE OF THE ROLE

The primary task of the Team Assistant will be to assist the Technical & Operations, HSSE and Commercial teams with technical, administrative and organizational tasks.

The aim is to complete these tasks in a timely manner to support the various teams in the delivery of both generic and specific pieces of work or projects.

KEY RESPONSIBILITIES

- Provide administrative support in a day-to-day business and project setting
- Provide secretarial support to the Managers of the various teams
- Compile and distribute regular departmental reports and project related reports
- Assist engineers in compiling technical reports and management system documentation
- Schedule internal and external meetings including confirmation of attendance and arranging facilities
- Make travel arrangements for members of the teams
- Occasional minuting of meetings with a technical or commercial content
- Organize commercial partner meetings with external visitors
- Support teams in recording, reporting and analysis of performance indicators
- Archive documents and correspondence in the relevant document management systems
- Manage intranet content for the Technical & Operations teams
- Arranging internal and external meetings

QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATIONS / TRAINING

Essential

- Secretarial or Management Assistant education and experience
- Pro-active and positive mentality
- Team player, good social antenna for team atmosphere
- Organisational skills (ability to plan workloads and timetables, monitor progress, meet deadlines, prioritise activities, attention to detail, disciplined, organised)
- Computer skills (MS Office package – Word, Excel, PowerPoint, Project)
- Fluency (both verbal and written) in English and Dutch.
- Ability to handle commercial and organisational matters confidentially
- Flexible mentality

Preferred

- Affinity and experience with technical subjects
- Good interpersonal and communication skills in a multicultural context
- Business oriented attitude
- Experience in the energy industry

ADDITIONAL REQUIREMENTS

High preference for candidates who can work full time

INTERACTIONS

INTERNAL INTERACTIONS

Technical & Operations team

HSSE team

Commercial team

Facility Management

EXTERNAL INTERACTIONS

Partners, suppliers, customers, authorities

DETAILS

ESTIMATED START DATE:

ASAP

WORKING HOURS:

Fulltime

DURATION: