Office Manager to support an international not-for-profit in Copenhagen

We are looking for an office manager to become part of and support 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. To this end, we facilitate game-changing initiatives, including the Poseidon Principles (the world’s first sector specific, self-governing climate alignment agreement amongst financial institutions), the Sea Cargo Charter (industry giants committing to transparent reporting of shipping emissions), the Getting to Zero Coalition (an alliance of more than 160 stakeholders committed to having commercially viable zero emission vessels operating along deep-sea trade routes by 2030 as a key step to decarbonizing international shipping), and the Neptune Declaration on Seafarer Wellbeing and Crew Change.

About the role

We are a fast-growing organization that has gone from a small start-up to a more consolidated international organization over the past few years. As our new Office Manager, you will play a key role in supporting the culture, efficient operation, 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 management team 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, handling of time-tracking system, vacation and leave calendars
- Supporting the team with travel administration, incoming mail and phone calls to the office (the info-account and land-line), shipments, and organizing team events
- Support the management team with administrative services such as organizing 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
About you

- You are organized, 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, and diligent
- You have exceptional organizational skills, with 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.

Experience in an administrative or operational role is a plus, but not a requirement.

About us

The Global Maritime Forum is a Copenhagen-based 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 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 based 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 organization 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 Wednesday 31 August 2022. 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 organization.

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