Project Manager, Leadership Support

Do you want to join our mission to make the maritime industry more sustainable for both people and the planet? You have the chance to become part of our international, diverse team of purpose-driven individuals at an organisation that hosts one of the world’s most important maritime events.

Does that sound interesting? Keep reading to learn more!

Because of our recent growth in size and portfolio we are extending our support team. We’re looking for a proactive, detail-oriented, and versatile new colleague, who can effectively drive our executive management processes and manage various tasks and responsibilities to ensure the smooth operation of our executive management team, our leadership group, and overall business functions. We offer a unique opportunity to get a deep understanding of key leadership functions.

Who we are

If you’re new to the Global Maritime Forum, let’s start with the basics.

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation. We bring leaders from across the maritime value chain together with influential decision-makers and opinion shapers to tackle collective challenges and develop new solutions and ideas for action. We are a progressive organisation that value our employees’ growth, foster an inclusive and supportive culture, and encourage a collaborative and innovative work environment.

Project Manager, Leadership Support

In this role, your responsibilities will include:

Leadership support: Be an anker and a driver for executive management. Organise and execute to support the decision-making processes in the Board of Directors, Executive Management, and Leadership Group by preparing decisions, meetings, agendas, messaging, and execution.

Communication: Act as a primary point of contact for internal and external communications, filtering and prioritising messages and inquiries in close collaboration with our Communications team. Draft, edit, and proofread emails, memos, reports, presentations, speeches, and other correspondence on behalf of the executives, and prepare messaging internally in e.g., Town Hall meetings.

Meeting Support: Prepare agendas, presentations, and relevant documents for executives, board meetings, and executive speaking opportunities. Take minutes, record action items, follow up on meeting outcomes, and secure coordination across the organisation.

Research and Analysis: Conduct research and gather information to support decision-making and strategic initiatives. Prepare reports and summaries based on research findings. Provide strategic input and executive support to CEO.

Special Projects: Assist with special projects and initiatives as directed by the Executive Management. Adapt to changing priorities and handle unexpected tasks as they arise.

Administrative Support: Collaborate with cross-functional teams to ensure project objectives are met. Supporting the scheduling and coordinating of appointments, meetings, conferences, and events of the executive, and plan and arrange complex travel itineraries to align travel plans with the executive’s schedule and preferences.

Relationship Management: Cultivate positive relationships with partners and stakeholders. Liaise with other departments and team members to facilitate communication and collaboration.
💡 Preferred qualifications

Ideally, you

- have a Master’s degree in business administration, communications, or related field (preferred).
- have experience as an executive assistant or a similar role – at least 2-3 years from a professional setting, either in the public or private sector.
- have exceptional organisational and time management skills.
- have excellent written and verbal communication skills in English.
- have good proficiency in office software such as Microsoft Office and calendar management tools.

You will report to the Managing Director – Head of Finance and Operations, and work closely with colleagues across the organisation as well as our large community of partners.

🔍 Who is suitable for this role?

You will play a crucial role in supporting the executive’s responsibilities and ensuring the smooth operation of the organisation. The role demands a high level of professionalism, adaptability, and the ability to maintain confidentiality while effectively managing multiple tasks and priorities.

Moreover, you

- have a strong attention to detail and ability to multitask effectively.
- are able to think ahead and anticipate needs and requirements of the CEO.
- show discretion and professionalism in handling sensitive information.
- are adaptable and flexible in accommodating changing priorities.
- have strong problem-solving skills, a natural authority, and ability to work independently.
- enjoy removing barriers for your colleagues and are helpful and collaborative.
- interact confidently with – and at times challenge – executive leadership and senior collaborators.
- are proactive and able to drive initiatives with a high degree of integrity by taking ownership and responsibility to resolve challenges.
- are intellectually curious, driven, and enjoy the challenge of working in a dynamic environment, adapting to an evolving portfolio of activities and events.

🌊 What we offer

We offer an opportunity to be part of a dynamic, growing organisation and a diverse purpose-driven team. We are driven by our passion for making the maritime industry more sustainable. We have high ambitions and believe in being friendly, humble, and helping and supporting each other.

Besides that, we offer:

- A culture of care and collaboration
- An international and inclusive team, currently counting ~ 19 different nationalities
- An opportunity to make a real-life difference for people and the planet
- Beautiful office central in Copenhagen
- Market-level salary [depending on your experience]
- A benefits package including health insurance, mobile phone, paid Wi-Fi, and lunch scheme

What we don’t offer:

- A performance-driven and competitive environment
- Boring, tedious tasks
- Bureaucratic processes
- Hierarchical top-down structure with no real mandate

📚 How to apply
Please apply on Linkedin and include your cover letter (with your motivation for applying) in your CV no later than 12 September 2023.

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

**Practical information**

The position is full-time with a weekly working time of 37.5 hours. The expected start date is 1 November 2023. The duty station is our Copenhagen office with the possibility to work from home as per agreement with your manager.

The Global Maritime Forum is behind several initiatives, such as the All Aboard Alliance, the Poseidon Principles, and the Getting to Zero Coalition. Our work spans reports, webinars, workshops, and much more. Our yearly trademark event, the Annual Summit, brings together 200-250 top decision-makers, thought leaders, and experts from across the maritime value chain and beyond to shape the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing. We are 47 colleagues based in Denmark, Sweden, UK, Belgium, Switzerland, Slovenia, and Germany.