



The Green Award Foundation has as its objective, the stimulation of safety and environmentally aware conduct of ship-owners, crew and ship. Green Award is independent and impartial and since 1994, has focused on the worldwide certification of sea-going vessels.

A Green Award ship meets high, but manageable technical and managerial requirements. An increasing number of ports and nautical providers recognize the value of Green Award and offer special rates and other advantages to Green Award vessels. The Green Award certificate confirms the high quality of the vessel and it contributes to a positive image of the ship owner with all the advantages this entails.

Bureau Green Award is an small, informal organisation located in Rotterdam and is looking for a flexible

### **Junior project- and management assistant**

*(for 20-40 hours a week)*

with appropriate secretarial and administrative skills and who will be happy to work as part of the Green Award team assisting as and when the need arises.

The successful applicant will

- speak and write the English language fluently (native speaker)
- have IT-skills (Word, Excel, Outlook, Access)
- have experience working as an assistant
- be able to take minutes
- be monitoring the completion of tasks
- have planning abilities

---

Applications stating qualifications, experience and contact details would be welcomed by

Bureau Green Award  
Att. Mrs. M.K. (Karin) Struijk  
Postbus 23 107  
3001 DE ROTTERDAM

T +31 10 21 70 200  
F +31 10 28 29 762  
E [management@greenaward.org](mailto:management@greenaward.org)  
I [www.greenaward.org](http://www.greenaward.org)