

## Project Administrator

At Stiesdal Offshore we offer the opportunity to make a real difference in the fight against climate change. Our team of creative thinkers are making true impact and joining us could be the most exciting and fulfilling step in your career.

Are you up for the challenge?

We are currently looking for a Project Administrator to join our Project Management team working on the development and implementation of Stiesdal's floating foundation concepts for offshore wind.

### Take floating wind from concept to commercial scale

You will be working closely with the Project Management team interfacing document control across the entire organization ensuring deadlines and records are kept. You will be supporting the development of a project planning/scheduling approach for our portfolio of projects, working in close cooperation with project managers and multi-discipline engineering teams to create and maintain execution schedules and manage the integration towards a portfolio management planning level.

The daily tasks would include the likes of:

- Management and super user of Stiesdal's DMS
- Transmit and record official project communication between clients and Stiesdal
- Arrange and facilitate internal and external meetings
- Collect and record Lessons Learned and ensure their further application
- Develop and maintain project plans while proactively advising on deadlines
- Assist with resource planning at project and portfolio level
- Ad-hoc problem solving, generally a "fixer" personality

### Your profile

We expect you to approach your work with enthusiasm and to be self-driven, passionate, and committed. It is natural for you to take on responsibility, reach out and engage with your colleagues and you are confident in the role of ensuring quality in large and complex projects. Equally important is that you thrive in an environment driven by fast-paced development and innovation.

In addition, you have a structured mindset and have a instinct for organizing and keeping a clean overview. A solid experience in utilizing document management systems and project planning tools, as well as finding energy in improving quality and processes, is an advantage. You should find it natural to balance between organized chaos and rigid bureaucracy, to not settle your work in either extreme.

### What we offer

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We are a dynamic company in growth where professionalism, flexibility and kindness are key words in every position. As a workplace, we prioritize teamwork and easy workflows and we act with integrity, practice generosity, aim for simplicity, choose action and show respect.

As a Stiesdal employee, you will be able to influence and co-create your position. We offer opportunities for continuous professional and personal development and compensation that matches your qualifications.

Working location: Aarhus or Give

### **About us**

Stiesdal Offshore has developed the modular floating offshore wind turbine foundation Tetra. The Tetra concept can be implemented in a range of variants and adapted to any turbine size and any water depth. In 2021 Stiesdal Offshore launched the TetraSpar Demonstrator, the world's first fully industrialized floating offshore foundation in operation off the coast of Norway.

We are part of Stiesdal, a climate technology company with activities in floating offshore wind, energy storage, hydrogen production, as well as green fuel production and carbon capture. Read more at [www.stiesdal.com](http://www.stiesdal.com).

### **How to apply**

If you are interested, please send an application and your CV to [jobs@stiesdal.com](mailto:jobs@stiesdal.com).  
Start date: as soon as possible.

Please direct any questions to:  
Head of Project Management: Alf Olsen  
Email: [aol@stiesdal.com](mailto:aol@stiesdal.com)