

Junior Management Assistant (f/m/d)

Deadline:

14-11-2026

Are you proactive, highly organised and ready to kick-start your career in the energy industry? Would you like to take ownership of topics, coordinate stakeholders and support the development of our Emden site? If so, we want to hear from you!

Contact data:

Luis Vogeler

Your position

Location:

DE - Emden

In your new position as Junior Management Assistant (f/m/d), you will work closely with the Head of our Emden location and support the coordination of day-to-day operational and site-related activities. This is not a traditional administrative assistant position. We are looking for someone who thinks ahead, takes responsibility and creates structure in a dynamic environment. By keeping track of open points and coordinating effectively with internal departments, external partners and suppliers, you will enable the Head of our Emden location to focus on key business priorities.

At Semco Maritime safety is a core value, and in this role, you will contribute to maintaining and promoting a strong safety culture in all activities. Above all, your work will make a real change for the global energy sector.

Your place of work will be in Emden, Lower Saxony at one of our major facilities. The position is full-time.

Your tasks & responsibilities

As a Junior Management Assistant (f/m/d), you will independently coordinate assigned topics and provide hands-on support to the Head of our Emden location.

Your tasks will include but are not limited to:

- Independently managing and coordinating assigned topics, such as employee events, including consistent follow-up on tasks, actions and deadlines
- Supporting our operational departments in the project business and being the interface between the Head of our Emden location and the operational business areas
- Gathering, structuring and preparing relevant information, presentations, decision papers and management overviews
- Organising, preparing and following up on meetings (e.g. staff meetings or quarterly townhalls) and site-related activities
- Coordinating with internal departments as well as external partners and suppliers, and preparing internal and external communication

Your profile & qualifications

We are looking for a proactive and highly organised person who approaches tasks in a structured, independent and solution-oriented way. You communicate confidently, think ahead and enjoy taking responsibility for moving topics forward.

To succeed in this position, we imagine that you have:

- A commercial apprenticeship, a degree in business administration or a comparable qualification
- Strong organisational, communication and coordination skills, combined with a proactive working style
- A confident and professional manner when working with internal and external stakeholders
- Fluency in German and English, both in spoken and written form
- Confident use of Microsoft 365

Welcome to Semco Maritime

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. With us, you will join a community of over 2,300 of the most dedicated thinkers and doers in the energy industry who are driving real change and making their own personal mark on the global energy landscape.

While everyone knows *why* the energy transition is vital, we are concerned with the journey. *How* to get there. By providing the answers needed to make change real. Because we believe that global energy ambitions can only be realized through hard work and clever pragmatic solutions. This is what we do. This is what we invite you to participate in.

Safety is at the core of everything we do, and we are committed to protecting our people, partners, and the planet as we work towards a sustainable energy future.

So yes, working for us will change the energy sector – and may well change you too.

We know that our people are our greatest strength. We strive to build an inclusive workplace where everyone can be themselves, contribute their perspectives, and feel part of the team. We welcome applicants from all backgrounds and believe that diverse teams help us find better solutions and move the energy transition forward.

Care to join the movement?

Change. With us.