

Student Assistant, Contract Management, Renewables

Deadline:
16-09-2026

Are you structured, curious and eager to turn your studies into practical experience within contract and commercial management? Do you want to leave your mark on the global energy industry? If so, we want to hear from you!

Your position

In your new position as Student Assistant in Contract Management in the Renewables division, you will become a valuable member of our Contract Management team, supporting customer and partner contracts across offshore renewable construction and service projects.

Working closely with experienced Contract Managers and project teams, you will help ensure structured follow-up on contractual obligations, deadlines, documentation and commercial matters. You will gain practical insight into contract administration and commercial project management while gradually taking on more responsibility as your knowledge and confidence grow.

This is an excellent opportunity to develop your legal, contractual and commercial competencies and gain first-hand experience from complex projects in the offshore renewables industry. The position can also serve as a strong foundation for a future career at Semco Maritime.

At Semco Maritime, safety is a core value, and in this role, you will contribute to maintaining and promoting a strong safety culture while supporting successful project delivery. Above all, your work will make a real change for the global energy sector. Your place of work will be at one of our offices in Esbjerg, Copenhagen or Gdynia. The position is approximately 15 hours per week, planned around your studies, and no travel is expected.

"Join our dynamic contract management team and dive straight into the heart of offshore renewables. This role offers an incredible opportunity to earn practical experience in complex problem-solving, working alongside industry experts on global energy projects. We champion an inclusive culture where fresh insights are valued, ensuring you receive true recognition for your contributions to the team effort, no matter how small. It is the ultimate springboard for ambitious students looking to build a long-term, high-impact legal or commercial career with a global market leader in offshore construction and service." - Grant Bruce Hewitt - Senior Manager, Contract Management

Your tasks & responsibilities

As a Student Assistant, Contract Management, you will support our Contract Managers and project teams with structured administration, follow-up and preparation of contractual and commercial documentation.

Your tasks will include but are not limited to:

- Maintaining contracts, key project documents and contractual records in relevant document management systems.
- Tracking contractual obligations, key dates, deliverables and required follow-up actions.
- Supporting variation, claim and risk registers, including monitoring submission and response deadlines and collecting input from project stakeholders.
- Preparing draft variations, claims, letters, correspondence, reports, presentations and status overviews for review by the Contract Managers.
- Following up on actions, deadlines and stakeholder input while supporting meeting preparation and adhering to health, safety and environmental standards in all activities.

Your profile & qualifications

We are looking for a curious, motivated and structured student who wants to develop practical experience within contract management and commercial project work. You are

Contact data:

Grant Bruce Hewitt

Location:

Denmark , DK - Esbjerg, DK -
Copenhagen, PL - Gdynia

analytical, attentive to detail and reliable when it comes to following up on deadlines and actions.

You are comfortable taking responsibility for your own tasks while also working closely with colleagues across different project teams. As you will work with contractual and commercially sensitive information, you understand the importance of accuracy, confidentiality and professionalism.

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

- Ongoing studies in law, business administration, construction project management or a similar relevant field, with at least two years remaining in your studies.
- Strong attention to detail and an analytical and structured approach to tasks, documentation and deadlines.
- Good skills in Microsoft Word, Excel and PowerPoint, combined with an interest in learning new document management, reporting and communication systems.
- Fluency in English, both written and spoken; German language skills will be considered an advantage.
- A curious and proactive mindset, with the ability to work independently, collaborate with others and handle confidential information professionally.

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.