



## Office administrator

*Location: Goes, NL (on site)*

*Date: June 2026*

### **About us**

OOS Energy specializes in managing modern offshore drilling and decommissioning units, both floating rigs and jack-ups. We offer complete management services for rig owners who do not have the expertise to operate or maintain their assets. Our activities cover the services required during the energy transition: from conventional drilling projects to plug and abandon campaigns and offshore carbon storage projects.

### **Position Overview**

The Office Administrator serves as the organizational all-rounder, providing essential support across all departments. This role ensures smooth administrative processes, assists staff and maintains a well-organized, welcoming office environment. The ideal candidate is proactive, detail-oriented, and confident managing multiple responsibilities simultaneously.

### **Key Responsibilities**

- Manage day-to-day office operations, including scheduling, correspondence, and general administrative support
- Serve as the first point of contact for visitors, clients, and internal staff
- Maintain office supplies, equipment, and vendor relationships
- Organize and coordinate meetings, appointments, and company events
- Prepare and edit documents, reports, presentations, and spreadsheets
- Handle incoming and outgoing mail, packages, and deliveries
- Assist with basic bookkeeping tasks such as invoicing, expense tracking, and budget monitoring
- Ensure compliance with company policies and maintain confidential information
- Identify opportunities to improve office processes and workflow efficiency
- Support corporate travel arrangements.

### **Required Skills & Qualifications**

- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency with office software (e.g., Microsoft 365, email platforms, scheduling tools)
- Ability to work independently and collaboratively
- High level of professionalism and customer service
- Attention to detail and problem-solving mindset

### **Interested?**

Send your CV and motivational letter or email to [careers@oosenergy.com](mailto:careers@oosenergy.com)