



O.S. Energy is operating and owning specialised support vessels for offshore services in North- and Baltic Seas from our headquarters in Glueckstadt (GER) and branch offices in both Flensburg (GER) and Newcastle (UK).

We currently offer an open position in:

## Chartering (m/f/o)

### Your main responsibilities include:

- Assisting the Chartering department in bid preparation and project documentation.
- Preparation of presentations for our Management and Company.
- Care and maintenance of our website, marketing materials and social media presence.
- Preparation and coordination of business conventions, workshops and meetings.
- Assisting with travel arrangements and planning.
- Preparation and processing of invoices.
- Supplier registration and data entry.

### Your qualifications:

- Successful commercial apprenticeship (industry, wholesale and foreign trade, shipping), and / or a degree in shipping related studies (nautical, technical).
- Comfortable use of MS Office and first experiences with IT based fleet management software.
- Good command of the English language (spoken and written).
- Experience in the maritime or shipping industry preferred.

### We offer:

- Full- or part time employment in a progressive Company with flat hierarchies.
- Good working atmosphere in an ambitious, young team.
- Remote work from home.
- Challenging projects within Offshore renewables and Oil / Gas industries.
- Career opportunities.

**Could we pique your interest? Please send your application, expected salary and earliest availability to:**

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