



## **Executive Assistant (UK or Netherlands)**

Location: London, Amsterdam, flexible

Hours: 40 hours

Duration: One-year contract with initial trial period and option to extend



## What we do

At the **Sea Ranger Service**, we are dedicated to restoring marine ecosystems, as well as empowering individuals to create a positive change in their own personal development. We train young people as Sea Rangers to carry out vital conservation work, such as biodiversity restoration and marine protection. At the same time we support them in their maritime career steps. Our mission is to safeguard oceans for future generations and support coastal communities in the process. As we continue to grow, we are looking for an experienced Executive Assistant to support our leadership team and help us make an even bigger impact.

[Click here to learn more about our work](#)

## What we need

We are seeking a highly motivated and organised **Executive Assistant** to provide administrative support to our Founder, CEO. Based in the UK or The Netherlands, you will play a key role in working alongside the organisation's senior team, ensuring smooth and efficient day-to-day operations, as well as supporting strategic initiatives. This is a fast-paced and dynamic role that requires someone with previous experience in a similar capacity, a strong passion for environmental conservation and social impact, plus the ability to work independently, as well as part of a team.

## Key Responsibilities

- **Executive support:** Provide comprehensive administrative support to the Founder, CEO, including managing schedules, appointments, travel arrangements and meetings.
- **Communication management:** Screen, prioritise and respond to emails and phone calls, acting as a gatekeeper for the Founder, CEO.
- **Travel logistics:** Coordinate complex international travel itineraries, including train journeys, accommodation and other transportation, ensuring efficiency and cost-effectiveness.
- **Project management support:** Assist with project tracking, follow-up on action items and support the implementation of strategic initiatives.
- **Documentation and reporting:** Prepare and organise reports, presentations and other documents for internal and external stakeholders.
- **Relationship management:** Act as a point of contact between the Founder, CEO and key stakeholders, both internal and external, maintaining strong professional relationships.

[Click here to get to know your new colleagues](#)





## Your experience

- **Experience:** Proven experience as an Executive Assistant, Personal Assistant, or in a similar role, preferably within the social enterprise, sustainability, maritime or environmental sectors.
- **Education:** A vocational diploma in administration or a degree in business administration are a plus but not essential. At the Sea Ranger Service we focus on competencies and your employment track record, rather than just your educational achievements.
- **Travel willingness:** Must be willing and able to travel domestically and internationally as required.
- **Mission alignment:** Passion for social impact and environmental conservation, plus strong alignment with the values and mission of the Sea Ranger Service.
- **Technical skills:** Proficiency in Mac (Numbers, Pages, Keynote), Google Workspace (Docs, Sheets), and other common business software. Familiarity with project management tools (e.g. Asana) is a bonus but training will be provided.
- **Organisational skills:** Exceptional organisational skills with the ability to multitask, manage competing priorities and meet deadlines.
- **Communication skills:** Excellent verbal and written communication skills, with the ability to interact with senior management, partners and clients effectively.
- **Discretion and confidentiality:** Ability to handle sensitive information with discretion and professionalism.
- **Language:** Proficiency in English and Dutch.

## Who we are

We are a mission-driven organisation where a diverse team of employees passionately works on restoring nature at sea and create social impact within the wider sustainable blue economy. With our activities we contribute measurable impact to the UN Sustainable Development Goals 8 (work), 9 (infrastructure), 10 (reduced inequality), 13 (climate action), and 14 (life below water).

In a pioneering work atmosphere, we work together on the growth of the Sea Ranger Service, in multiple countries in Europe and beyond. A large part of our team works at sea. The rest works hybrid, so both from home and from our operational base in Den Helder or our office in Amsterdam. Once every two weeks there is a change of shift at the ship where all colleagues see each other and can catch up.

We find a healthy work-life balance and personal growth important and believe that both contribute to a strong team that is ready to accelerate our mission. Some of the values we hold dear are: Safety comes first, Collaboration is key, We serve our mission, The learning never stops, Integrity matters and We care for each other.





## What we offer

- **Impactful work:** Work for an organisation with a clear and impactful mission to restore and protect marine ecosystems, whilst driving social impact for young people.
- **Dynamic environment:** Join a passionate, driven, professional and collaborative team committed to making a positive change and large-scale impact.
- **Travel opportunities:** Opportunity to travel to different regions and participate in global environmental projects.
- **Personal growth:** Professional development opportunities within an innovative and fast-growing organisation.
- **Competitive salary:** Starting salary 42,000 - 45,000 gross, excl. holiday pay.

[Learn more about our recent achievements](#)





### Interested?

If you are an experienced Executive Assistant or Personal Assistant who is passionate about environmental conservation and social impact that aligns with our values, we would love to hear from you. Please apply through [this link](#). Deadline for applications: **5 May 2025**.

At Sea Ranger Service, we believe in diversity and inclusion and are committed to building a team that reflects the diverse world we serve. We encourage applications from all backgrounds.

### Help us!

If this vacancy does not match what you are looking for but you have read it enthusiastically, you may be able to make someone else happy with this opportunity. Then please share this vacancy in your own network, thanks in advance!