



HSEQ Department Assistant (32-40 h/w)

Location: Serooskerke (Walcheren)

March 2026

Job Description

Are you motivated by working on complex, international projects within the offshore energy sector? Do you thrive in a dynamic, team-oriented environment where quality and safety are key? If so, we invite you to apply for the position of **HSEQ Department Assistant / Document Controller**.

In this role, you will be responsible for ensuring accurate, efficient, and compliant document control processes, both onshore and offshore, in line with applicable regulations and company standards. You will support the HSEQ department in daily operations and play a key role in maintaining high-quality documentation systems.

Your responsibilities will include:

- Managing and maintaining document control systems
- Ensuring compliance with internal procedures and external regulations
- Coordinating and arranging inspections
- Supporting the HSEQ department with administrative and operational tasks
- Collaborating closely with the HSEQ Director and team, both at head office and internationally

Job Requirements

- A relevant degree is preferred (or equivalent work experience in a similar role)
- Strong communication skills in English (both written and spoken)
- Experience in the maritime or offshore industry is an advantage
- Knowledge of marine and/or offshore operations
- Proficiency in relevant IT applications

What can we offer you?

OOS International provides a highly international working environment with challenging and rewarding opportunities. Whether you are a student, a young professional, or an experienced specialist, you will be part of a dedicated team committed to achieving excellence in the offshore oil, gas, and renewable energy sectors.



Interested?

If this job appeals to you, please send your application to hr@oosinternational.com.

Contact OOS International

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