



## Business administration advisor (technical projectmanagement)

TenneT is growing fast to realize its strategic ambitions. We play a leading role in driving the energy transition. We are looking for a passionate colleague at our location Arnhem Rijnpoort who will contribute to this and that might be you?

### Your contribution to TenneT

As a business administration advisor you support Operations Offshore in several business support processes. In close collaboration with the business excellence team you ensure that our administrative processes run efficient. You have a high interest in all sorts of processes, are keen to get things done and enjoy a supporting role. Your tasks consist of:

- Co-develop and execute information management incl. determination of content requirements, authorizations and document control
- Ensure follow up on risk, legal & compliance topics
- Support in quality controls and implementation of standard
- Supporting the Business Excellence Team on documentation and governance

### Your profile and background

- This is a great role if you just graduated as a bachelor/master in Business Studies/Administration/Technical Business Management.
- You have preferably some working experience in the field of business administration processes (f.e. risk management, ISO, documentation management)
- You are eager to develop your communication, planning and organization skills. They have a natural talent to collaborate and support others. Besides these qualifications we also look for a colleague who is fluent in English.
- You have a mindset of continuous improvement and are keen of developing Operations Offshore to the next level.
- You **speak, write and understand Dutch** and his culture
- You live in the Netherlands, preferably close to Arnhem

### AI and more about TenneT

Since we use AI as part of our recruiting process, we would like to create transparency and clarity at this point. The AI serves exclusively as a supporting and recommending tool to make our processes even faster and more efficient. At no time are automated decisions made.

TenneT is a leading European grid operator. We are committed to providing a secure and reliable supply of electricity 24 hours a day, 365 days a year, while helping to drive the energy transition in our pursuit of a brighter energy future – more sustainable, reliable and affordable than ever before. In

### Additional information

- The weekly working time is 40 hours
- Job interviews for this position will be (partly) in Dutch. Please send us your application document in Dutch or English

### Our offer



We are family friendly and flexible



Health - your basis



Modern working environment



Attractive remuneration and social benefits



Personal development

### Our recruiting process

In our online-application-form you can apply within only some minutes as long as this job is posted. Afterwards we screen your application and get back to you as soon as possible.

For further questions regarding the recruiting process please contact: Edward Verkammen, recruiter offshore, [edward.verkammen@tennet.eu](mailto:edward.verkammen@tennet.eu)

For questions relating to the position: Hilde Arns, Lead Business Administration, [hilde.arns@tennet.eu](mailto:hilde.arns@tennet.eu)

our role as the first cross-border Transmission System Operator (TSO) we design, build, maintain and operate over 25,000 kilometres of high-voltage electricity grid in the Netherlands and large parts of Germany, and facilitate the European energy market through our 17 interconnectors to neighbouring countries. We are one of the largest investors in national and international onshore and offshore electricity grids, with a turnover of EUR 9.2 billion and a total asset value of EUR 45 billion. Every day our 8,300 employees take ownership, show courage and make and maintain connections to ensure that the supply and demand of electricity is balanced for over 43 million people.

**Lighting the way ahead together**

<https://careers.tennet.eu/careers/JobDetail/87781>