



Business administration advisor (portfoliomanagement)

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 the Project Portfolio Process. In close collaboration with your colleagues (specifically our portfolio manager) you ensure that information flow of improvement portfolio and one-off projects is on time at the right quality level to foster decisions making in the different (management) committees.

- In this role you onboard project leads in portfolio process
- You provide insight in the progress reports of the different projects
- You act as sparring partner for the project leads
- You support in project documentation

Your profile and background

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- 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. The have a natural talent to collaborate and support others. Besides to 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.

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
- In the second week of January you receive feedback on your application due to the holidays
- Last day to apply, January 10th

Our offer



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

For questions relating to the position: Hilde Arns, Lead Business Administration, hilde.arns@tennet.eu

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 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/87949>