



## **Project Assistant / Controller**

TAQA Energy is involved in the exploration, production, transportation and storage of oil and natural gas in the Netherlands. As a 100% subsidiary of Abu Dhabi National Energy Company (TAQA), an independent water and power company with the state of Abu Dhabi being its major shareholder, TAQA Energy B.V. together with TAQA's subsidiary company in the United Kingdom, acts as a vehicle for growth in Europe. TAQA Energy operates on and offshore production installations and the Alkmaar Peak Gas Installation (PGI) which stores and delivers gas to the Dutch national grid to help meet high demand for energy during the winter months. Together with the Dutch state TAQA is planning to invest €800 million in realizing the Bergermeer Gas Storage facility, Europe's most advanced and largest third party access gas storage facility, near Alkmaar. Once complete it will provide a reliable seasonal supply of natural gas and form part of a broader energy infrastructure for North West Europe.

TAQA has the following vacancy in the Netherlands:

### ***Description***

The Project Assistant / Controller will be responsible for the administrative side of the asset projects. He or She will assist the project manager with: planning, purchasing and reporting.

### ***Roles and Responsibilities***

- Preparing Purchase orders
- Book Goods received
- Monitoring cost and progress
- Prepare cost and progress reports
- Setup project planning
- Update project planning

### ***Business Qualifications***

- MBO level Administrative (MEAO) or planning, or similar
- Previous experience with project assistance / control is a benefit

### ***Skills and Competencies***

- Proven accurate work style, discipline, and interest in numbers and getting things right
- Good communication, presentation, reporting and analytical skills
- Open mind and initiator of improvements
- Experience with Excel, Maximo and MS Project is a pre

### **Remuneration**

TAQA is an international company offering its employees opportunities for career development both locally and internationally. Besides a challenging and interesting working environment, we offer a competitive salary and benefits package. TAQA encourages and supports training and development of employees.

### **Details**

Estimated start date : As soon as possible  
Working hours : 80 – 100%  
Duration : For 1 year with the possibility of an extension  
Location : Alkmaar  
Team : Project Team  
Supervisor : Project Manager

*Please note there are plans in place for the TAQA Energy Head Office to move to the Alkmaar region after completion of the Bergermeer project.*

### **Applications**

If you are interested in this position, please send your CV and letter to our HR department

E-mail: [hr.nl@taqaglobal.com](mailto:hr.nl@taqaglobal.com)  
Address: Prinses Margrietplantsoen 40  
2595 BR Den Haag