

ROBOAT

VACANCY Operations Coordinator

- 1 year contract – with intention to continue after
- Job based in Amsterdam – no visa sponsorship possible
- 27-36 hours
- 36k-47k – salary at 36 hours

THE ROLE

As Operations Coordinator, you will be instrumental in ensuring the seamless operation and efficiency of our office, while also supporting the well-being and growth of our team at Roboat.

Your responsibilities will include managing day-to-day office operations, ensuring that people are supported and happy, helping organize our workspace, handle financial tasks like invoicing and monitoring office budgets, and coordinating company events, trips, celebrations, & meetings. On the HR front, you will oversee the recruitment pipeline, from scheduling interviews to managing communication with candidates, and assist in onboarding new hires.

By maintaining strong internal and external communications and ensuring compliance with organizational policies, your role will not only support Roboat's operational & HR needs but also contribute to a productive and engaging work environment.

YOUR INPUT

What you'll bring:

- Proficiency in Professional Dutch and English
- Excellent written communication skills to effectively correspond with externals.
- Strong collaboration skills to effectively work with the team.
- Experience with supporting HR pipelines.
- A track record with budget management, invoicing, and basic accounting practices.
- A drive to do your best work.

Nice to have:

- Having organized events.
- A passion for innovation and technology.
- Prior work with small sized companies.
- Prior work with technology or the maritime market.
- A connection to boats.

You don't need to have all these skills, there's room to learn on the job!

ABOUT US

As the world's cities undergo major changes, there is a strong need for efficient transport. We see an opportunity for the inland waterways to play a key role in city mobility and logistics. By bringing autonomy to ships, Roboat aims to transform the movement of people and goods across the water.

Operating at the intersection of design, robotics, and software engineering, Roboat is a growing business that has a place for anyone who is highly driven, enthusiastic to learn, and occasionally enjoys nautical theme songs. Some of our current projects include:

1. An autonomous, electric, 3D-printed ferry for use in the city of Paris, operating during the 2024 Olympics.
2. A situational awareness safety system for the iconic GVB ferries of the Amsterdam IJ River.
3. A Roboat autonomy system for a logistics barge operating in the heart of Amsterdam.
4. Retrofitting the Roboat system onto a cutting-edge demonstration vessel.
5. We are working hard to establishing additional assignments in other cities – think Venice, New York, the Maldives, Helsinki, Seattle, etc.

Come help us create the most incredible autonomous vessels around.

Want to know more about us? Check out www.roboat.tech

OUR OFFER

We want to find exceptional people who thrive with responsibility, autonomy, and trust. We are right at the start of this journey. As such you'll have a significant influence in shaping the future of the Roboat company.

What we can offer you:

- A role where you can make a difference.
- Challenging problems in a range of areas with the option to grow.
- A team of remarkable humans who have each other's backs and go the distance.
- A dynamic workplace where we value having fun.
- An amazing office in the middle of Amsterdam with a test area that doubles as the local swimming spot right at our door.
- Collaborate with people and companies worldwide at the forefront of the shipping industry to create world-firsts.
- We enjoy experimentation and continuously improving our skills and ways of working.

Benefits and perks:

At Roboat, we value work-life balance and believe that taking care of our team members leads to better results and a more fulfilling workplace:

- 36 hours work week.
- We allow for hybrid working. We offer the flexibility to work remotely part of the time, with the expectation of you being in the office for a minimum of 2 days per week.
- 24 days of paid vacation – excluding national holidays.
- Floating national holiday policy – you can choose which holidays you want to recognize.
- Roboat adventure day – our yearly nautical themed trip.
- Opportunity to grow in directions that inspire you.
- Have a say in developing our work culture.
- Get your Starter Sailing License (Klein Vaarbewijs).

INTERVIEW PROCESS

Excited? Sounds like this might be you? Even if you don't meet our exact requirements, we're always on the lookout for great people from all backgrounds – so reach out and tell us why you're a fit.

Send us an application

If reading this vacancy makes you feel like you're ready to set sail; cast off; jump on board — or any other ship metaphors for joining the team — then whoever you are or wherever you come from, we encourage you to apply.

Send us a cover letter about your past adventures relevant to this vacancy and let us know what you'd love to do in the future. If you have some kind of CV or portfolio, we're interested.

Interview

Typically interviewing with us takes about three weeks from the first introduction call to receiving an offer. The steps:

1. Quick introduction video call.
2. One day of in person interviews with the founding team. This will be in three parts:
 - a. General chat: we talk a bit about our company and your story, background, and reasons for wanting to join.
 - b. In-depth chat: you'll go through some of your past projects – things you are proud of, things that didn't go as planned and what you'd would've changed. We'll then discuss various topics relevant to your role in more depth. We have also prepared a short writing exercise.
 - c. A closing chat with the opportunity to add anything, give feedback on the interview process, and ask any final questions.
3. We make you an offer.

Send your application to join@robot.tech