

Administrative & LEED Support Assistant

Seniority level: Junior/Medior | Location: Aruba | Employment type: to be discussed based on the candidate's profile

About Henceforth Green

Henceforth Green N.V. (hereinafter "HFG") is an Aruba-based practice working at the intersection of engineering, sustainability, verification and building performance, across Aruba and the wider Caribbean. Behind our engineering, BIM and LEED certification work sits an administrative and documentation function that keeps project information organized, accurate and ready when it is needed.

Role overview

The Administrative & LEED Support Assistant provides administrative, HR and document-control support to HFG's project teams, with a particular focus on organising and maintaining LEED documentation, trackers and evidence registers in support of HFG's LEED Accredited Professionals. This role supports HFG's LEED APs and project teams; it does not replace the professional judgment or certification responsibilities of a LEED Accredited Professional.

Key responsibilities

- Provide day-to-day administrative and HR support, including scheduling, correspondence and record-keeping.
- Enter and maintain data in project databases, trackers and spreadsheets.
- Organize and maintain project files, correspondence and evidence in a structured, accessible filing system.
- Maintain LEED credit trackers and evidence registers, and monitor outstanding documentation against project schedules.
- Collect, check and organise LEED evidence — invoices, certificates, test reports and submittals — for completeness ahead of LEED AP review.
- Prepare draft documentation packages for LEED submission for review by the responsible LEED AP.
- Follow up with project teams, contractors and suppliers on missing or incomplete information.
- Assist LEED APs with research, basic calculations and coordination tasks as directed.

Required qualifications and experience

- Diploma or degree in business administration, office management, or a related field; relevant experience will also be considered.
- Minimum one to two years of experience in an administrative, HR or document-control role.
- Strong organizational skills and comfort with structured filing and data-entry systems.
- Experience supporting technical or engineering teams is an advantage, not a requirement.
- A LEED Green Associate credential is an advantage but not required.
- Excellent command of written and spoken English is required.

Technical / software skills

- Microsoft Office, in particular Excel, for trackers and registers.
- General document-management systems.
- Familiarity with LEED Online or similar platforms is an advantage, not required.

Key personal qualities

- Methodical and accurate, with strong attention to detail.
- Comfortable following up persistently on missing information.
- Discreet with confidential HR and project information.
- Clear written communicator, able to prioritise across multiple project trackers.

What HFG offers

- A role at the operational core of HFG's certification and project delivery work, supporting — not replacing — HFG's LEED APs and engineers.
- Exposure to LEED documentation across multiple rating systems.
- A foundation for further growth into administrative or LEED-related specialization.
- Employment type to be discussed based on the candidate's profile.

How to apply

Please send a CV, a short motivation letter, relevant professional registration or certification where applicable to maxime@hfgaruba.com.

Best regards,

MSc Maxime Kaan

Operations Manager

Henceforth Green N.V.

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