

LEED Accredited Professional (LEED AP)

Seniority level: Senior | 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. HFG's LEED certification work operates independently of our commissioning services — we do not provide LEED certification and commissioning on the same project — so that certification remains a genuine, independent check rather than a service bundled with design or verification.

Role overview

The LEED AP leads certification strategy and documentation for projects pursuing LEED certification under one or more rating systems: Building Design and Construction (BD+C), Interior Design and Construction (ID+C), Neighborhood Development (ND), and Operations and Maintenance (O+M). Assignment and scope are matched to the rating system(s) in which the candidate holds a LEED AP credential; a candidate credentialed in one rating system is considered on the same basis as a candidate credentialed in several.

Key responsibilities

- Lead LEED gap analysis and credit strategy for the rating system(s) in which the candidate holds AP credentials.
- Coordinate with the relevant stakeholders — architects, interior designers, MEP engineers, contractors, planners, developers, or facility teams — on credit-relevant decisions.
- Review project documentation relevant to the applicable rating system, including design and specification documents, interior materials and indoor air quality data, master-plan and site analyses, or facility operations and maintenance records, as applicable.
- Prepare and manage LEED documentation and USGBC submission across the applicable design, construction, fit-out, planning, or operations phases.
- Track performance and credit compliance using LEED Online, Arc, or equivalent platforms, as applicable.
- Liaise with clients and project leadership to keep certification on schedule, and brief them on status, risks and required decisions.
- Conduct site visits — during design, construction, fit-out, or building operations, as applicable — to verify credit compliance.
- For BD+C engagements: track fundamental commissioning requirements, coordinating with the project's independent Commissioning Authority (CxA).
- For ND engagements: support spatial analysis of proposed sites, including connectivity, density and land-use mapping.
- For O+M engagements: coordinate utility benchmarking, waste and water audits, and indoor air quality testing with HFG's assessment team.

Required qualifications and experience

- Degree in architecture, interior design, urban planning, engineering, environmental science, facilities management, or a related field.
- LEED AP credential required in one or more of the following rating systems: BD+C, ID+C, ND, or O+M.
- Minimum five years of experience for BD+C credential holders, four to five years for the other rating systems.
- Local Aruba or Caribbean project experience is an advantage rather than a requirement; international candidates are welcome to apply.
- Willingness to travel for site visits, occasionally across the wider Caribbean.
- Excellent command of written and spoken English is required.

Technical / software skills

- LEED Online and USGBC submission platforms.
- Microsoft Office and documentation management tools.
- Working knowledge of Revit or AutoCAD for reviewing project drawings is an advantage.
- For BD+C engagements: working knowledge of energy modeling outputs (for example eQUEST or IES).
- For ID+C engagements: familiarity with low-emitting materials standards referenced in ID+C credits.
- For ND engagements: GIS or spatial-analysis tools are an advantage.
- For O+M engagements: the Arc performance platform and utility benchmarking tools (for example ENERGY STAR Portfolio Manager or equivalent).

Key personal qualities

- Strong project-management discipline across multi-year certification timelines.
- Confident briefing clients and project leadership on status and risk.
- Meticulous, detail-driven documentation habits.
- Able to coordinate multiple external consultants and stakeholders across disciplines.
- Clear written and verbal communicator for USGBC submissions and client reporting.

What HFG offers

- A certification-lead role delivered independently of commissioning on the same project.
- A scope matched to the candidate's credentialed rating system(s).
- Collaboration with HFG's engineering, BIM and assessment teams on integrated projects.
- 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.

Mahuma 30a – Oranjestad – Aruba

+297 569 8005 • info@hfgaruba.com • www.henceforthgreen.com