

Team Assistant

At Stiesdal A/S we offer the opportunity to make a real difference in the fight against climate change. Our team of creative thinkers are making true impact and joining us could be the most exciting and fulfilling step in your career.

Are you up for the challenge?

We are currently looking for a Team Assistant to provide organizational and administrative help to our Leadership Team and across the organization.

You will be part of our Business Enablement team, that works towards enabling the business to succeed in achieving our mission. As Team Assistant, you will be a central point of contact and support the administrative and communicative tasks within the organization.

Your primary tasks will be:

- Calendar management
- Extensive travel assistance - booking of flights, hotels, and ground transportation
- Creating PowerPoint presentations
- Various communication tasks
- Organization of company events
- Maintaining supply inventory
- Office caretaker
- Other ad hoc tasks coming up in a start-up

Your profile

We expect you to approach your work with enthusiasm and to be self-driven, passionate, and committed. It is natural for you to take on responsibility and you are confident in the role of team assistant. You also perform well in the dynamic environment of a start-up organization. You are service-minded and execute your tasks with high level of integrity.

You have minimum 2 years of experience from a similar position as Team or Personal Assistant. You can master MS Office package, including Word, Excel, and Power Point. You have a strong sense of structure and coordination and can drive proactive support. Good oral and written communication skills. It is very important that you have the ability to write clearly and help with word processing when necessary. Fluent English speaking and writing – Danish is an advantage but not a must. You have a relevant educational background (bachelor in e.g. communication, marketing, office administration (HK or similar).

What we offer

We offer an exciting and versatile job working with a wide variety of tasks across our subsidiaries. You will get a job within a vibrant department where there is a friendly spirit. Our core values are honesty, integrity, and respect for people. We firmly believe in the fundamental importance of trust, openness, teamwork, and pride in what we do.

The working location is at our headquarters in Give.

About us

Stiesdal A/S is a young and fast-growing climate technology company with activities in floating offshore wind, energy storage, Power-to-X hydrogen production, and carbon capture and storage combined with green fuel production. For more information visit www.stiesdal.com.

How to apply

If you are interested, please send an application and your CV to jobs@stiesdal.com.

We will review applications on an ongoing basis and invite relevant candidates for interviews.

Start date: as soon as possible.

For more information, please contact Neli Nedyalkova, Assistant Business Enablement, +45 41953120.