

## Team Assistant / Receptionist

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

Are you up for the challenge?

We are currently looking for a Team Assistant/Receptionist to provide organizational and administrative help to our office in Copenhagen.

You will be part of our Business Enablement team, that works towards enabling the business to succeed and achieve our mission. As Team Assistant/Receptionist, you will be a first point of contact for any visitors and support the general administrative and communications tasks within the organization.

### Your primary tasks will be:

- Help us build the company culture in our newly established office in the heart of Copenhagen
- Team support
- Welcome visitors in a warm and friendly manner
- Notifying company personnel of visitor arrival
- Management of meeting rooms
- Event management
- Answering calls and e-mails
- Facility management
- Calendar management
- Various administrative tasks
- Maintaining supply inventory
- Other ad hoc tasks coming up in a start-up environment

### 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/receptionist. 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 5 years of experience from a similar position as a team assistant or receptionist in an office environment. You can work with MS Office package, including Word, Excel, and Power Point. You have a strong sense of structure and coordination and can drive proactive support.

Fluent English speaking and writing – Danish is an advantage but not a must. You have a relevant educational background (bachelor in e.g. office administration (HK or similar), communication or marketing).

### **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 office in Copenhagen.

The position is a full-time position.

### **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](http://www.stiesdal.com).

### **How to apply**

If you are interested, please send an application and your CV to [jobs@stiesdal.com](mailto: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, HR Assistant, +45 41953120.