Office Coordinator to Stiesdal

Would you like to help create a welcoming workplace and support your colleagues with the practical details of their working day?

At Stiesdal, we develop technologies that contribute to the fight against climate change. We are looking for an Office Coordinator who enjoys helping others, takes initiative, and brings a practical approach to handling the many details that come up during the working day.

About the job

You will play a central role in the daily running of our offices in Give and Aarhus. Your work will range from coordinating travel and meetings to welcoming new colleagues and organising internal events.

You will join a small, multidisciplinary team covering HR, Legal & Compliance, Quality, IT, Communication, Sustainability and Office & Facility Management. We each take responsibility for our own areas, while working closely together and making time to help, share ideas, and support one another.

The role offers a varied working day with regular travel between Give and Aarhus. You will have room to take ownership, spot what needs doing, and turn ideas into practical improvements. The position is 30–37 hours per week, depending on your preference.

Your tasks

- **Travel and meeting coordination:** Book flights and train tickets, arrange meetings, and coordinate refreshments and catering, including coffee and lunch.
- **Employee care and wellbeing:** Coordinate celebration of birthdays, anniversaries, and other milestones, and contribute small initiatives that make colleagues feel appreciated.
- **Internal events:** Plan and coordinate the practical details of internal events and social activities.
- **Office operations:** Help keep our offices in Give and Aarhus organised, welcoming, and well supplied, with the practical arrangements needed for a smooth working day.
- **Onboarding and employee support:** Coordinate practical preparations for new colleagues, including ordering computers and phones, arranging user account setup with IT, and preparing welcome gifts.
- **Administrative support:** Assist with smaller administrative tasks as needed, including coordinating purchase orders and signatures for patent applications and other documents.

Your profile

You are approachable, considerate, and service-minded, with a positive attitude and a good sense of what people and situations call for. You enjoy helping others and take pride in creating a workplace where colleagues feel welcome and supported.

You bring relevant experience from a service or coordination role and:

- Enjoy a varied working day where tasks and priorities can change frequently.
- Are flexible and practical, and can prioritise when something unexpected comes up.
- Take initiative, work independently, and follow tasks through to completion.

- Notice what needs attention and act on it.
- Enjoy working with colleagues across locations and are comfortable travelling regularly between Give and Aarhus on a weekly basis.
- Hold a valid driver's licence.

Your personal approach matters more to us than specialist administrative expertise. We value care for others, sound judgement, and the motivation to make everyday life work well for yourself and your colleagues.

What we offer

You will be a part of a culture characterised by good-spirited teamwork, engagement, a flat hierarchy, and continuous learning, centred on trust, transparency, and professionalism.

Benefits include five extra paid holidays per year, private health insurance, right to 24 weeks of paid parental leave for all genders, canteen, and membership in our staff association, Klimateers, where we spend time together outside of work. These benefits are part of a broader commitment to supporting our people through all stages of life.

Whether it is fertility treatment, caring for sick children, menopause, or supporting grandparents who need your time and attention, our commitment is clear: we encourage our people to take time for themselves and their families when they need it. We trust you to do what works for you.

About us

Stiesdal A/S a climate technology company built for industrial scale and dedicated to high-impact solutions for the green transition. The Stiesdal group develops and delivers critical infrastructure including floating offshore wind, green hydrogen and biochar-based carbon removal. Read more at www.stiesdal.com.

How to apply

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

Start date: January 2027

Interviews will be held on an ongoing basis and the position will be filled as soon as we identify a suitable candidate.

We look forward to hearing from you!