

## Office Assistant (part time) for Voluntas Group

### The Position in Brief

We are looking for a part time office assistant/piccolo/piccoline to join our Copenhagen office. The purpose of the position is to support our office manager in her daily work. You will be responsible for support to the office manager as well as to the PA to our Chairman - this work includes setting up our daily lunch, and the subsequent clean up, admin tasks such as buying office supplies, greeting clients, and other admin work.

### Main Responsibilities

- Engage with our Copenhagen team, to ensure that the office is run in an efficient manner
- Arrange our daily lunch and make sure that our kitchen/office is kept in an orderly manner
- Assist the office manager and PA in ad hoc admin tasks, running errands, events, etc
- Greeting clients when they arrive at our offices
- Uploading job ads to our website and other recruitment sites

### Looking to join an international organization?

- Aspires to work in an international organization in a fast paced environment
- Considers team work the best opportunity to learn and to contribute to the learning of others
- Works independently and proactively by taking ownership of tasks

### Key Qualifications:

- Proactive and service-minded approach to assignments
- A mindset of 'no task too small or too big'
- Positive can-do mindset and a welcoming attitude
- Experience from a similar position is preferred but not a requirement

### How to apply

Please prepare a resume and cover letter answering the following questions:

1. Describe the three most important attributes you would bring to Voluntas
2. What makes an excellent office assistant/piccolo/piccoline?

Please submit the application to [jobs@voluntasadvisory.com](mailto:jobs@voluntasadvisory.com) - deadline 21 February. Selected candidates will be invited for a job interview. For any inquiries about the position feel free to contact PA Christina Blicher at [cbl@voluntasgroup.com](mailto:cbl@voluntasgroup.com) / +45 30535979. Start date is latest 1 March 2018, preferably earlier.

### About Voluntas

Based in Copenhagen, Voluntas Advisory is a management consultancy firm driven by creating business strategies with a purpose beyond profit and developing policies for a sustainable impact. By working in the intersection between state and business, the interplay between society and market, and the synergy between citizen and consumer, we...

- ... create purposeful business and branding strategies,
- ... produce incisive market research and impactful analyses
- ... deliver insightful and innovative policy advice

We value:



**Honesty**

above compassion



**Facts**

above emotions



**Humbleness and hard work**

above good intentions



**Self-awareness**

above self-confidence