

Office Manager / Executive Assistant for Voluntas Group

The Position in Brief

We are looking for an office manager/Executive Assistant to join our Copenhagen office. The purpose of the position is to manage the daily running of our office as well as provide EA support to our CEO.

As a team, we value diversity of ideas, communicate openly, and lead by example. We are looking for someone who can master the administrative aspects of the role and think proactively while remaining connected to the details. The role requires one to act with a sense of urgency, be resourceful, and take ownership of the details. A can-do spirit is an absolute prerequisite to thrive in our entrepreneurial environment.

Main Responsibilities

- Head of admin tasks/office operations, wide range of responsibilities from ordering office supplies, visa applications, to procurement of craftsmen for our office
- IT liaison - procurement of IT and mobile supplies, setting up laptops for new employees, provide employees access to our IT systems as well as minor IT support. Responsible for subscriptions and licenses
- Finance - liaising with our accounting team regarding invoices, salaries, maternity leave reimbursements, monthly expense settlements, etc
- Assist our CEO in EA related tasks - Travel and calendar management, follow up on actions from meetings, etc.

Key Qualifications:

- Proactive and service-minded approach to tasks
- Consistent follow up on assignments
- Positive can-do mindset and a welcoming attitude
- Fluent in Danish and English
- Mastery of MS Office Suite (particularly Word, PowerPoint, Excel)
- Experience from a similar position is 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. If you could choose a personal mentor for the next year, who would it be and why?
3. In your opinion, what makes an excellent EA/office manager?

Please submit the application to jobs@voluntasadvisory.com - deadline 1 March. 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.

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