

Administrative Business Coordinator

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Company: Siemens Gamesa

Location: Vejle

Category: other-general

It takes the brightest minds to be a technology leader. It takes imagination to create green energy for the generations to come. At Siemens Gamesa we make real what matters, join our global team.

Siemens Gamesa is part of Siemens Energy, a global leader in energy technology with a rich legacy of innovation spanning over 150 years. Together, we are committed to making sustainable, reliable, and affordable energy a reality by pushing the boundaries of what is possible. As a leading player in the wind industry and manufacturer of wind turbines, we are passionate about driving the energy transition and providing innovative solutions that meet the growing energy demand of the global community. At Siemens Gamesa, we are constantly seeking talented individuals to join our team and support our focus on energy transformation.

Find out how you can make a difference at Siemens Gamesa: .

How to contribute to our vision

For our Administration Team in Vejle we are looking for an independent, well-structured and talented Administrative Business Coordinator (a.k.a. Team Assistant), who can support the daily business with a wide range of administrative tasks such as:

Personal Assistance tasks for managers, e.g. calendar management, meeting invites, preparation of events and workshops

Travel bookings and travel reimbursements in SAP Concur

Purchase Order creation and invoice approvals

Preparation of presentations, reports and briefings

General assistance with office technologies and systems, as well as support with systems like SharePoint, SAP

Front desk and common mailbox support as well as other practical tasks for the office location in Vejle

The Administration Team consists of 13 dedicated colleagues including Administrative Business Coordinators and Supporters, a SharePoint Key User, piccos and office apprentices.

Our main customers are the 800 employees in the Vejle office, but we also support with a lot of administrative tasks in the Offshore Sales & Execution organization worldwide.

We aim to improve our support to the employees enabling a smooth operation of the daily business.

What you need to make a difference

As the ideal candidate, it is our wish that:

You have minimum 4-5 years of experience within an administrative field

You are confident with travel arrangements potentially from a travel agency

You have solid experience with MS Office applications and SAP and SharePoint knowledge would be a plus

You have a drivers license and speak fluently English and preferably Danish, but not a must

You are used to planning of minor events and workshops

You are structured and service-minded, with a positive, resilient, and can-do attitude

You have good collaboration skills, and you can manage to act in different cultural contexts

Most importantly, you challenge yourself and your colleagues to achieve the best results. You have a high professional competency, and you have a desire to develop your skills. You have good collaboration skills, and you can manage to act in different cultural contexts. To thrive in this position, you must have a strong result- and customer-oriented approach.

In return of your commitment, we offer you...

To become a part of our mission for sustainability: clean energy for generations to come. We

are a global team of diverse colleagues who share a passion for renewable energy and have a culture of trust and empowerment to make our own ideas a reality. We focus on personal and professional development to grow internally within our organization. Siemens Gamesa offers a wide variety of benefits such as flexible working hours as well as home-office possibility for many colleagues, employer-funded pension, attractive remuneration package (fixed/variable) and local benefits such as subsidized lunch, employee discounts and much more.

Empowering our people

#Associate #Mid-Senior

How do you imagine the future?

Our global team is on the front line of tackling the climate crisis, reducing carbon emissions – the greatest challenge we face.

Other information

If you have specific questions about the position, please contact the hiring manager Susanne Boysen Kjaer +45 2969 3610.

For further information regarding the recruitment process, please contact the recruitment team via André Saabye on andre. Please mention the Job ID in the email.

We kindly draw your attention to the fact that these emails may NOT be used for sending applications or CVs for evaluation.

For more information about working in Denmark, please see this link:

Deadline: 01.05.2024 - We are reading the application continuously.

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