

Back Office Trainee (Kontorelev med speciale i administration)

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Company: Getinge IT Solutions ApS

Location: Copenhagen

Category: other-general

At Getinge we have the passion to perform

Join our diverse teams of passionate people and a career that allows you to develop both personally and professionally. At Getinge, our passion is to secure that every person and community have access to the best possible care, offering hospitals and life science institutions products and solutions that aim to improve clinical results and optimize workflows. Every day we collaborate to make a true difference for our customers – and to save more lives.

Seeking an inspiring educational setting for your „Kontorelev“ education that will greatly enhance your skills? You've just found it. As a Kontorelev at Getinge, your development is taken care of from the first day. The education is a 2-year program, a combination of work at the office and school attendance, as part of the BackOffice team. You will be working in our Digital Health Solutions (DHS) division and in our office in central Copenhagen. Our BackOffice Team has colleagues in all our 3 sites (Copenhagen, Aarhus, Hamburg). Together we strive to deliver the best quality and service to our customers and colleagues in Getinge. In our team we work with continued improvement, high focus on employee satisfaction and great team spirit.

The role

As a Kontorelev specialising in Administration in our Getinge BackOffice Team you will be introduced to and work with varied and challenging jobs, including:

Order handling related to our software product lines and support of our Sales and Service Units across the globe.

You will also work with various administrative tasks within pricelist maintenance, data quality, supplier management and process descriptions.

Your background and profile

You might either have passed an HHX or EUX or completed an STX, HTX, or HF with a 5-week supplementary basic course.

You have a strong personal drive.

You are service minded and willing to learn.

You are a team player ready to support a busy team with various tasks while also being able to work independently.

Social and outgoing with a positive attitude.

Experience with Excel, Word, PowerPoint and Outlook is an advantage.

Comfortable with English, both orally and in writing.

What we offer

2-year trainee program focusing on Administration

An international environment

Involvement in and working with our core administrative tasks

Tasks and assignments that offer the opportunity to learn and develop

Good colleagues who care about each other

Salary according to collective agreement and lunch arrangement

Social events

Applications will be reviewed continually. If you have questions, please reach out to HR Business Partner Karin Westrup on . **About Us** Getinge IT Solutions Aps delivers digital solutions to hospitals that align and optimize workflows at sterile services departments, operating rooms and the patient journey. By supporting and facilitating workflows and communication channels for health care professionals, we help our customers enable better care with reduced effort.

Getinge is on an exciting transformation journey constantly looking for new ways to innovate together with our customers to meet the healthcare challenges of the future. We are committed to diversity, equity and inclusion and to sustainability with a goal to be CO2 neutral by 2025. We believe in giving our employees the flexibility they need and make every effort to foster a learning culture that supports their personal development and creativity. Our passionate people hold our brand promise 'Passion for Life' close to heart.

If you share our passion and believe that saving lives is the greatest job in the world, then we look forward to receiving your application and resume. We hope you will join us on our journey to become the world's most respected and trusted medtech company.

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