

## Department Assistant Talent Pipeline - Greater Copenhagen

[Apply Now](#)

Company: Novo Nordisk

Location: Bagsværd

Category: other-general

### The position

As Department Assistant, you will be responsible for planning, preparing, optimising and following up on a wide range of administrative tasks and processes across the department. You will be an instrumental part of the team and your primary responsibility will be to ensure that the office is running smoothly and to support your colleagues with administrative tasks. You will be working with some of the following tasks: Meetings: plan, schedule, take minutes and following up on action plans Coordinate activities and calendars Book and coordinate events, conferences, and seminars Create content in PowerPoint Budget and accounts: support with financial control at a department level Support and drive various projects within the department Internal and external communication Archive documents You will collaborate with many different internal and external stakeholders and be a key employee in the department. We always invest in your personal and professional growth as you navigate a globally dynamic environment and work with many different tasks.

**Qualifications** We are looking for you, who are passionate and eager to take ownership of diverse assignments ranging from administrative tasks to independent coordination and follow-up. Preferably you are used to working within the complexities of a pharmaceutical company, but most importantly you enjoy the administrative role and are eager to learn and further develop your skills. Furthermore, you: Are proficient in MS office, a fast learner, and quick to pick up new software skills Can communicate effortlessly in either Danish or English at business level both verbally and written Are located in Denmark As a person you describe yourself as: Structured, systematic and have high-quality standard Service-minded

and always ready to move around your calendar if a manager or co-worker needs help  
Someone who can work independently and in teams Good at prioritizing tasks and meeting  
deadlines in a busy environment Joining a Talent Pipeline in Novo Nordisk Depending on  
your qualifications and experience we will try to find the right match between you and our  
vacant positions. If you want to be considered for future positions, please join this Talent  
Pipeline. When applying, you will be considered a potential match for relevant administrative  
positions. We will ongoingly video screen relevant candidates to obtain more information  
before matching with a specific job. If there is a match, we will reach out to you with  
information about the specific position. You will remain part of the pipeline for up to six  
months unless you inform us that you wish to withdraw - if so, please send us an e-mail to .  
We send email notifications to all active candidates in the pipeline when it is closed after six  
months. Checklist when applying When creating your profile, it is important that you unlock  
your profile. When your profile is unlocked it will state: Profile Visibility: Novo Nordisk  
Recruiter Worldwide. Upload your CV in English You do not need to attach a cover letter to your  
application, but please include a few lines about your strengths and motivation in your CV To  
ensure an efficient and fair recruitment process, please refrain from adding a photo to your  
CV The pipeline covers our offices in the Greater Copenhagen area: Hillerød, Måløv,  
Bagsværd, Gentofte, Søborg, Køge and Kirke Værløse.

[Apply Now](#)

#### **Cross References and Citations:**

**1. Department Assistant Talent Pipeline - Greater CopenhagenJobssearch Jobs**

**Bagsværd Jobssearch** ↗

**2. Department Assistant Talent Pipeline - Greater CopenhagenSqljobs Jobs**

**Bagsværd Sqljobs** ↗

**3. Department Assistant Talent Pipeline - Greater CopenhagenRecruitmentjobs Jobs**

**Bagsværd Recruitmentjobs** ↗

**4. Department Assistant Talent Pipeline - Greater CopenhagenSportsjobsJobs**

**Bagsværd Sportsjobs** ↗

5. Department Assistant Talent Pipeline - Greater CopenhagenEnergyjobs Jobs  
Bagsværd Energyjobs ↗
6. Department Assistant Talent Pipeline - Greater CopenhagenJobscareerscentral  
Jobs Bagsværd Jobscareerscentral↗
7. Department Assistant Talent Pipeline - Greater CopenhagenDatascientistjobsJobs  
Bagsværd Datascientistjobs↗
8. Department Assistant Talent Pipeline - Greater CopenhagenDataanalyticsjobs Jobs  
Bagsværd Dataanalyticsjobs ↗
9. Department Assistant Talent Pipeline - Greater CopenhagenGovcareer Jobs  
Bagsværd Govcareer ↗
10. Department Assistant Talent Pipeline - Greater Copenhagen Irelandjobs Jobs  
Bagsværd Irelandjobs ↗
11. Department Assistant Talent Pipeline - Greater Copenhagen Manchesterjobsearch  
Jobs Bagsværd Manchesterjobsearch↗
12. Department Assistant Talent Pipeline - Greater Copenhagen Searchcanadajobs  
Jobs Bagsværd Searchcanadajobs ↗
13. Department Assistant Talent Pipeline - Greater Copenhagen Perhourjobs Jobs  
Bagsværd Perhourjobs ↗
14. Department Assistant Talent Pipeline - Greater Copenhagen Polandjobs Jobs  
Bagsværd Polandjobs ↗
15. Department Assistant Talent Pipeline - Greater Copenhagen Fresherjobs Jobs  
Bagsværd Fresherjobs ↗
16. Department Assistant Talent Pipeline - Greater Copenhagen Journalistjobs Jobs  
Bagsværd Journalistjobs ↗
17. Department Assistant Talent Pipeline - Greater Copenhagen Politicaljobs Jobs  
Bagsværd Politicaljobs ↗
18. Department Assistant Talent Pipeline - Greater Copenhagen Chefjobsnearme Jobs  
Bagsværd Chefjobsnearme ↗
19. Department assistant talent pipeline - greater copenhagen Jobs Bagsværd ↗
20. AMP Version of Department assistant talent pipeline - greater copenhagen ↗
21. Department assistant talent pipeline - greater copenhagen Bagsværd Jobs ↗
22. Department assistant talent pipeline - greater copenhagen Jobs Bagsværd ↗
23. Department assistant talent pipeline - greater copenhagen Job Search ↗

24. Department assistant talent pipeline - greater copenhagen Search ↗

25. Department assistant talent pipeline - greater copenhagen Find Jobs ↗

Source: <https://dk.expertini.com/jobs/job/department-assistant-talent-pipeline-greater-cop-bagsvaerd-novo-nordisk-9c2e1979b9/>

Generated on: 2024-05-03 by Expertini.Com