

Department Assistant Talent Pipeline - Greater Copenhagen

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Company: Novo Nordisk A/S

Location: Bagsværd

Category: other-general

Do you enjoy being the go-to person in the office? Are you passionate about ensuring a smoothly running office regardless of the task? And do you want to go to work every day knowing that you are making a difference for patients all over the world?

We are currently looking for department assistants with a passion to provide administrative support to various departments and managers. If this sounds like you, then apply today and have the opportunity to be matched with vacant positions on an ongoing basis.

The positions

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 phone-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. 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.

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