

Office & Community Manager (Maternity cover)

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Company: Bjarke Ingels Group

Location: Copenhagen

Category: other-general

Bjarke Ingels Group is seeking an Office & Community Manager (OCM) to join our team in maternity cover. As the OCM, you will play a pivotal role in steering our office operations, fostering our company culture, and ensuring the smooth running of our daily office activities. If you are organized, proactive, and passionate about creating a positive work environment, we want to hear from you!

You will lead a team of 6 full-time employees as well as a group of part-time students working in the afternoons and evenings.

BIG recently moved into their new self-built, self-designed headquarters in Nordhavn, Copenhagen with 350 employees from all around the world working on world class architecture. The building has 7 floors with a restaurant on the ground floor, rooftop on the 6th floor and creative minds drawing new masterpieces on all floors in between.

The OCM will report to the Managing Director in Copenhagen, and work in close collaboration with relevant stakeholders such as Finance, People, Modelshop, Facility Service, IT and more.

Key Responsibilities:

Management

Lead and develop the Office & Community team, including Coordinators, Hostess, Piccolo/Piccoline, and Service staff.

Manage administration budget, liquidity reporting, and spending to ensure financial

efficiency.

Maintain office appearance and organization, handling correspondence and ensuring common areas are presentable.

Organize and manage monthly office picoline meetings, rota, tasks, and updates.

Oversee office space planning, including workstation changes and infrastructure needs.

Events

Plan, organize and execute internal office events such as celebrations, Friday bars, annual parties and gatherings.

Coordinate and arrange external events including coordination with our in-house restaurant BIG Fisk.

Coordinate site visits for clients and partners.

General Administration

Archive, organize, and manage knowledge within the office.

Implement procedures to aid in the smooth running of the front office.

Manage office maintenance tasks and book complex couriers.

Delegate tasks to the front office team while maintaining an overview of all tasks.

Lead and manage yearly Workplace Assessment including reporting.

Supply Management

Supervise ordering and stocking of office supplies, stationary, kitchen supplies, and food supplies.

Negotiate and manage contracts with office suppliers, including cleaners, caterers, and travel agents.

Reception

Foster a positive office environment and well-being.

Ensure that our guests receive a smooth and polite welcome to the office.

Maintain a tidy and presentable front office and lounge.

Provide professional and friendly service to guests and employees.

Qualifications:

Proven experience in office management or similar role.

Strong organizational and multitasking skills.

Preferably an experienced event manager, or similar experience.

Excellent communication and interpersonal abilities.

Proficiency in MS Office and office management software.

Ability to manage a team and delegate tasks effectively.

Fluent in English, spoken and written. Danish is a plus.

BIG offers:

A young and social environment with many social events

Opportunity to work in a dynamic and collaborative environment

Diverse group of architects, technologists, engineers and specialists with more than 45 different nationalities

Great variety of company discounts

Salary and pension scheme based on experience and qualifications

Flexible lunch options

Professional development and growth opportunities

The Job:

Start date: As soon as possible, preferably June 1st.

Terms: Full-time position (37,5 hours per week), for a fixed term of 1 year with the possibility to extend.

Location: Onsite - Sundkaj 165, Nordhavn.

Application:

Please apply using the Send Application-button.

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