

## People & Culture Assistant

Apply Now

Company: DEPT

Location: Copenhagen

Category: other-general

The position as **People & Culture Assistant** in **Holding team** based in Copenhagen. Dept Denmark Holding consists of internal support functions, including Finance & Operations, People team, and Marketing. The internal functions support our client-facing teams on a day-to-day basis. Hence, we are looking for a People & Culture Assistant who is curious to take on responsibilities to support our People team in Denmark. This position is a maternity cover with a duration of approximately 10 months, with the possibility of prolonging the contract.

### **JOB PURPOSE**

You work closely with the Head of People, our People & Culture Specialist and the wider Finance and Operations team to organize and manage employee records, administrate payroll updates and employee benefits, assist with the recruitment process, support the onboarding process, address employee questions related to company policies and procedures, updating our employee handbook, and much more.

You provide support on all People & Culture issues by communicating across all levels of the business, you will support on key People & Culture operational processes to ensure they are delivered successfully, with a focus on employee engagement.

### **WHAT WE ARE LOOKING FOR**

We imagine that you are soon graduating from a University or Business School degree related to HR or Administration or have recently graduated. Besides that, you

Have some experience (likely from a student position or internship) with HR, Danish employment law and administrative tasks;

Have an interest in diversity and inclusion and want to explore this further to drive this throughout the business;

Enjoy working with administrative tasks, and don't mind the variation between fixed tasks and ad hoc requests;

Can build strong relationships with key stakeholders to ensure continuous improvements in the whole employee lifecycle;

Are proactive and creative in your approach;

Have exceptional communications skills and are fluent in written and spoken English. Fluency in Danish is an advantage, however, not a hard requirement.

## **WE OFFER**

An exciting full-time position for approximately 10 month with the possibility of prolonging the contract;

Pension scheme;

A delicious and varied lunch scheme, incl. snacks and beverages in the office;

Possibilities to develop your personal skills and career development;

A dynamic and informal working environment including various company events;

A reputation for doing good. DEPT® has been a Certified and named 'Agency of the Year' at both The Lovies and The Webby Awards;

Global annual in which employees come together and donate their skills to support local charities.

## **WHEN?**

The expected start date of the full-time position would be June 1st or July 1st, 2024. We can also offer you a part-time position to begin with whilst you are finishing your studies, in case you are able to start before July.

## **WHO ARE WE?**

We are pioneers at heart. What does that mean? We are always looking forward, thinking of what we can create tomorrow that does not exist today. We were born digital and we are a

new model of agency, with a deep skillset in tech and marketing. That's why we hire curious, self-driven, talented people who never stop innovating.

Our culture is big enough to cope and small enough to care. Meaning, that with people across 30+ countries, we're big enough to provide you with the best tools, global opportunities, and benefits that help you thrive. While acting small by investing in you, your growth, your team, and giving you the autonomy to solve our clients problems, no matter where you are in the world.

## **DIVERSITY, EQUITY & INCLUSION**

At DEPT®, we take pride in creating an inclusive workplace where everyone has an equal opportunity to thrive. We actively seek to recruit, develop, nurture, and retain talented individuals from diverse backgrounds, with varying skills and perspectives.

Not sure you meet all qualifications? Apply, and let us decide! Research shows that women and members of underrepresented groups tend not to apply for jobs when they think they may not meet every requirement, when in fact they do. We believe in giving everyone a fair chance to shine.

We also encourage you to reach out to us and discuss any reasonable adjustments we can make to support you throughout the recruitment process and your time with us.

Want to know more about our dedication to diversity, equity, and inclusion? Check out our efforts .

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