

Personal Assistant

Have you worked with the best and know what is required to provide professional and value adding service and support? Do you enjoy juggling multiple tasks and can you act in a creative and value-based environment where cross-cultural cooperation is a necessity? Then you might be right for one of these unique positions.

For the LEGO Foundation we are looking for two dynamic and top professional Personal Assistants.

Over the last few years the LEGO Foundation has grown significantly, and in the role of Personal Assistant you will be given the opportunity to use your skills in a highly dynamic environment, where employee competences and commitment are crucial to the organization's success.

The LEGO Foundation shares its mission with the LEGO Group: to inspire and develop the builders of tomorrow. They are a Danish corporate foundation with a core team of dedicated employees with one shared passion: to make children's lives better – and communities stronger – by making sure the fundamental value of play is understood, embraced and acted upon. They are dedicated to building a future where learning through play empowers children to become creative, engaged, lifelong learners

Learn more about the LEGO Foundation on www.legofoundation.com

Job description:

The role as Personal Assistant is to proactively, effectively, accurately and timely support the LEGO Foundation Management. You will be responsible for providing full daily support for one or two in the management team allowing her/him to focus on her/his job and deliverables and thereby enhance their efficiency.

You will work independently and proactively to prepare meeting materials, key decision points and follow-ups with internal and external stakeholders.

You will work with the practical tasks of coordinating activities between the management team, international partners and visitors, as well as supporting communication materials, analytical tasks and the planning of calendar and events internally among the staff in the department.

Your key tasks and activities will be:

- Management of complex and dynamic Outlook calendars
- Mail correspondence with internal and external requests
- Travel/transportation planning and booking
- Meeting bookings and agenda support
- Coordinate practicalities and keep track of critical agenda items for department meetings
- Carry out basic investigative tasks by collecting information from partners, providing brief overview of materials or finding background info on external partners
- Maintain overview of requests and key partners and materials in the department
- Prepare basic communication materials incl. material for newsletters

The job requires close collaboration with other Personals Assistants to ensure that no tasks fall between roles.

Your profile:

As a person you are ready to work in a change-driven organization and capable of adapting to new procedures and conditions whenever needed. You thrive working in a fast paced and dynamic environment with many different stakeholders.

You hold strong structural skills combined with the ability to maintain an overview of many ongoing tasks at the same time. You are highly focused, driven and with positive energy and can-do-attitude. You contribute with a team oriented and collaborative

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mindset.

In addition, we expect the following:

- You have a relevant education within office, administration, languages, etc.
Education on bachelor's level is an advantage
- You have a minimum of 3-5 years relevant working experience
- You have a relevant experience from an international company
- You hold strong oral and written Danish and English skills
- PC literacy (MS Office)

The company offers:

You will join a top, international company with a healthy culture who recognizes that professionalism, employee satisfaction and values go hand in hand. You will have a great responsibility and opportunity to influence your position from day one. Furthermore, you will be offered an attractive salary package that corresponds to your qualifications.

TornbjergSchou are working to occupy and we take candidates into the recruitment process continuously and fill the positions once we have found the right candidates.

If you have any questions you are welcome to contact Helene Tornbjerg or Frank Richard Schou on +45 4060 7100.