

Office Coordinator

Job overview:

We are looking for a service-minded Office Coordinator who will play a key role in making the Copenhagen office a great place to work for all colleagues and ensure a welcome reception for all visitors. In addition to this, you will become an integral part of the office, ensuring the facility runs smoothly whilst enhancing the employee experience, and being a go-to colleague for support. You will report to the People and Culture Partner in Copenhagen but will coordinate with colleagues in similar roles in our offices in Gdynia, London, and Manila to learn and share expertise with a view to consistency of experience and continuous improvement.

The Copenhagen office consists of around 55 people and is located in Gentofte just besides Gentofte station.

Contribute to a great employee experience, some tasks include:

- Ensuring kitchen, stationary, and office supplies are always available.
- Help with arranging celebrations (e.g., round birthdays, anniversaries, etc.), breakfasts, lunches, presents, as well as social initiatives.
- Arrange maintenance, repair or replacement of office hardware and furniture as appropriate.
- Internal communications to share important news and updates relating to office environment.
- Represent Copenhagen office in the Office Health & Safety Working Group, alongside representatives from other Navigator offices; and assist with implementation of measures from Health & Safety audits.
- Providing occasional support to the Executive team with Board meeting bookings, travel support and diary management.
- Monitor performance of service providers such as cleaning, maintenance, coffee machine office plants etc.

About you:

- Experience within a similar role
- Have engaging communication skills
- Well organised and proactive, identifying improvements and presenting solutions.
- Able to multi-task and prioritise effectively.
- Fluency in Danish and English

We offer:

- Be part of a diverse and inclusive international work environment
- Opportunities for learning for personal development
- Lunch scheme
- Social events

Apply:

Send your application as soon as possible but no later than Thursday the 11th of September 2025. Applications will be reviewed ongoingly and we will conduct interviews during the application period. If you have any questions, you are welcome to contact People and Culture Partner Rune Gjetting by phone on +45 3115 8677.

We kindly ask you to not have a picture on your CV as we wish to encourage an unbiased recruitment process.