

Project Assistant Talent Pipeline - Kalundborg



Do you dream of being a part of Novo Nordisk's many exciting and impactful projects? Do you enjoy interacting with a diverse set of stakeholders? And are you ready to provide excellent administrative support in a dynamic and ambitious project environment?

Then you might be one of the Administrative Project Assistants, we are looking for here at Novo Nordisk. If this sounds like you, then apply today and get the opportunity to be matched with vacant positions on an ongoing basis.

About the position

As Administrative Project Assistant, you will join a project team and support your colleagues with a wide range of project-related tasks which might include:

- Plan, optimise and track project activities and support project management towards agreed goals
- Plan meetings and events (including preparation of agendas and follow-up on actions)
- Update and coordinate the project budget
- Perform IT-related tasks e.g., maintain the project's Microsoft Teams site, update the project plan etc.
- Ad hoc administrative tasks

The positions offer great opportunities to utilise your competencies and for personal growth and development. You will work with skilled and knowledgeable colleagues and take part in a learning journey as Administrative Project Assistant.

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Qualifications

You have been working in a position related to project administration for at least a few years and are eager to further grow and explore the area. Moreover, to succeed in this role you have:

- Experience working on projects in an administrative role
- Strong communication skills and can collaborate with various stakeholders
- A flair for IT systems, especially within MS Office 365 (Outlook, Excel, PowerPoint, Teams, SharePoint, etc.) and maybe even project tools
- Confidence in working with updating and coordinating budgets
- Proficiency in either Danish or English at business level and are located in Denmark

As a person you are reliable, structured and service-minded. You are driven by a strong motivation to succeed with every task given and you enjoy close teamwork in a dynamic working environment. Lastly, you are able to keep an overview of various tasks and have the ability to adjust to new situations when necessary.

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 Project Assistants positions. We will ongoingly video 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 - if so, please send us an e-mail to assistant-pipeline@novonordisk.com. We send email notifications to all active candidates in the pipeline when it is closed after six months.

About Novo Nordisk Kalundborg

Join us at Novo Nordisk Manufacturing Kalundborg and get the opportunity to build a career among talented professionals in a fast-growing and successful company. It is the world's largest insulin production site and our more than 3,400 Novo Nordisk employees share the ambition to continuously make a difference for more than 24 million people living with diabetes and other serious chronic conditions. We are at the forefront of development in technology and processes, and we know success depends on dedicated individuals contributing every step of the way. This is where we need you.

Interested in a Life-changing career?

Read more about opportunities at Novo Nordisk Kalundborg at novonordisk.com/kalundborg

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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
- **After applying, please send a copy of your CV to eures.nordicos@sepe.es with Reference Project Assistant DK**

Contact

If you have any questions, please write an e-mail to ASSISTANT-PIPELINE@novonordisk.com

Deadline

2nd of June 2024

We will look at applications ongoingly, so please do not hesitate to apply as soon as possible.

We commit to an inclusive recruitment process and equality of opportunity for all our job applicants.

At Novo Nordisk we recognize that it is no longer good enough to aspire to be the best company in the world. We need to aspire to be the best company for the world and we know that this is only possible with talented employees with diverse perspectives, backgrounds and cultures. We are therefore committed to creating an inclusive culture that celebrates the diversity of our employees, the patients we serve and communities we operate in. Together, we're life changing.

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