Executive Assistant

You do not have to be in the spotlight to make a difference

There is a well-known story from NASA about a janitor who, when asked what he was doing, replied: *"I'm helping put a man on the moon."* It is a simple thought, but an important one.

As Executive Assistant to our CEO, your role is about much more than managing a calendar, booking flights and coordinating meetings. You will help create the structure around our CEO and Board of Management that allows them to focus on what matters most. That decisions are followed through. That the right people are connected. And that important actions do not get lost when priorities move quickly.

At the same time, Blue Water is executing our strategy, towards 2030. At the heart of the strategy is a belief that we are all part of something bigger, and that every colleague and every action matters. That is very much the spirit of this role.

This is where you make a difference

The role is based in our HQ in Esbjerg and you will work closely with our CEO and support our Board of Management in keeping structure, momentum and focus in a busy, international organisation.

One day, you may be coordinating a complex international trip. The next, you are coordinating the calendars for a Board meeting, welcoming an international visit or making sure an important decision from an Executive Management meeting is followed through.

Your responsibilities will include:

- Managing and coordinating the Board of Managements meetings and priorities
- Coordinating calendars and meetings for the Board of Directors and the Board of Management
- Planning international travel for the Board of Management
- Coordinating international visits and handling guest registrations, refreshments, meals and larger group logistics, including hotels and transfers
- Administering the board portal and acting as superuser of the AV systems
- Coordinating Board of Management document signing
- Following up on decisions, deadlines and action points
- Creating structure and momentum across functions, departments and locations

But perhaps the most important part of the job is difficult to capture in a task list: Being one step ahead.

Seeing what is needed before someone has to ask. Knowing when something requires follow-up. Spotting when priorities collide. And creating calm and structure even when calendars change and several things need attention at the same time.

What you bring

You probably have experience as an Executive Assistant, Personal Assistant or from another coordinating role working closely with senior management. Experience supporting Executive Management, Boards or working in an international organisation would be an advantage. Your previous title matters less than how you approach the job.

You enjoy creating structure where many things are happening at once. You take ownership, follow things through and naturally think about what comes next. You enjoy building relationships across all levels of the organization and because you will work close with our Board of Management, discretion, judgement and trust come naturally to you.

We expect you to:

- Have strong organisational and coordination skills

•Be good at building relationships to all stakeholders
•Be comfortable managing several activities and priorities at the same time
•Work proactively and follow through on commitments
•Communicate confidently and professionally across different levels, functions and cultures
•Communicate clearly in both Danish and English
•Have solid business understanding and the ability to quickly understand context and priorities
•Be confident using Microsoft 365 and digital collaboration tools
•Handle confidential information with discretion and sound judgement

Interested?

For questions about the role, please contact Senior Specialist Talent Attraction, Jonas Marvig Jensen

We review applications on an ongoing basis, so we encourage you to apply as soon as possible.

A family-owned business with the world as our workplace

Blue Water started in Esbjerg in 1972. Today, we are an international company, but the way we work is still built around strong relationships, trust, responsibility and finding solutions together. It is about building trust, taking responsibility and understanding that the small details can have a significant impact on the bigger picture.

We are ambitious about where Blue Water is heading. But as we develop the company, improve profitability and prepare for the future, we want to remain true to who we are.

We are represented by more than 80 offices in 30 countries worldwide, combining a strong global network with local expertise. Every day, our 2,800 employees present a broad range of services, from standardised solutions delivered with optimal user and customer focus, to tailor-made projects with co-created solutions for unique customer needs.