

Project Assistant

Do you thrive on keeping projects running smoothly? As Project Assistant at BWSC, you will be a key part of our Administrative Project Support team, ensuring daily operations and project tasks are handled efficiently. From administrative support and reporting to coordinating stakeholders and assisting Project Managers, you will play a vital role in making sure projects run seamlessly. Join us and contribute to a collaborative environment where your organizational skills and attention to detail make a real impact.

BWSC – Ever better energy!

Join us in our mission in building a world of sustainable energy and making a meaningful impact on the world of power generation and energy conversion.

BWSC is a leading player in the power generation industry, specializing in the service, operations, and maintenance of power plants. We are at the forefront of sustainable energy solutions, working closely with Original Equipment Manufacturers (OEMs) to develop and construct cutting-edge power-to-x facilities. Our commitment to excellence, innovation, and environmental stewardship sets us apart in the industry.

The position

As Project Assistant, you will be part of Administrative Project Support, supporting daily operations and contributing to administrative and commercial tasks. You will report to your Group Manager and collaborate closely with colleagues across the team.

Your responsibilities will include:

- Administrative and secretarial support
- Creating and updating work orders and budgets
- Financial reporting and invoicing support
- Monthly and quarterly reporting preparation
- Travel coordination and booking
- Assisting Project Managers with project start-up and documentation
- Coordinating inputs from various stakeholders
- Handling ad hoc tasks that ensure smooth project execution

You will be the go-to person for keeping things organized and moving forward.

Qualifications

We foresee that the ideal candidate has a positive mindset, thrives in busy periods, and enjoys contributing wherever needed. You are solution-oriented, focused, and supportive towards colleagues, while maintaining momentum in your daily work.

- You have completed an administrative office education
- You bring experience from similar support roles
- You are fluent in Danish and English – both written and spoken
- You are service-minded and proactive
- You are structured and able to juggle multiple tasks
- You are diplomatic and persistent in following up on tasks
- You have strong interpersonal skills and a collaborative mindset
- You are quick to assess situations and find practical solutions

What do we offer?

By joining BWSC you get the chance to impact and contribute to meaningful projects that promote sustainability and environmental responsibility. We offer a supportive and inclusive work environment where creativity and professional growth are encouraged. You will find that we value good humour and a positive atmosphere, and we believe that enjoying your work is essential to achieving great results. Our Group Manager actively fosters good spirits within the team, ensuring that collaboration is both productive and enjoyable.

We have a great canteen, fitness facilities, and an active Staff Club contributing with various types of social events and activities. Our headquarters is located in Allerød, conveniently near the train station and just a 30-minute ride from central Copenhagen.

We look forward to hearing from you

We will review applications and proceed with relevant candidates on an ongoing basis, so please submit your application as soon as possible, and no later than **October 19, 2025**.

We look forward to receiving your application. If you have any questions regarding the position, feel

free to contact Lise Galsgaard at liga@bwsc.dk.

BWSC wants to promote equality and diversity. We encourage all qualified candidates to apply - regardless of ethnic background, gender, sexual orientation, disability, religion, or age. We therefore recommend not stating age etc. on application documents.

Learn more about us at our website, where you can read about our projects, strategy, and vision at BWSC.

BWSC does not receive, or handle applications sent via email in compliance with GDPR regulations.

About BWSC

Burmeister & Wain Scandinavian Contractor A/S (BWSC) is a global power plant Operation & Maintenance and technical service provider with engineering expertise, enabling power plant owners to deliver cleaner and affordable energy. We are experts in servicing, upgrading, operating, and maintaining energy systems for diesel, natural gas, and renewable baseload power plants. We help our customers increase reliability and availability of energy production, improve efficiency and performance of their power plant, design and integrate future-proof technologies, and secure lower cost of maintenance. At BWSC, we work with customers in Europe and beyond to tackle energy storage, carbon capture, Power-to-X and related energy transition challenges.

Our people are at the core of everything we do and key to a positive relationship with our customers. We invest in our people and their wellbeing, to ensure continued success and growth of the company.