

# Office Manager

## Office Manager – Be the heart of our workplace!

*Are you passionate about creating a positive and productive work environment? Do you thrive in a role where no two days are the same, and you get to support both employees and management? Join BWSC as our new Office Manager and become the heart of our office community!*

## BWSC – Ever better energy!

Join us in our mission in building a world of sustainable energy and make 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.

## What will you do?

As our Office Manager, you will be the heart and soul of our office, ensuring that everything runs smoothly and efficiently. You will be responsible for a wide range of tasks, from managing facility agreements to planning company events, and you will also provide practical assistance to our Chief People Officer and other CxOs on an ad hoc basis.

### Your key responsibilities will include:

- Ensuring the smooth and efficient operation of the office.
- Managing facility agreements and coordinating with various suppliers.
- Planning and organizing company events and meetings.
- Providing practical assistance to the CPO and other CxOs.
- Creating a positive and productive work environment for all employees.

## What do you bring to the office?

We are looking for a super-organized and service-minded person with a positive attitude and a passion for creating a great work environment. If you have a proven track record in office management, excellent communication skills, and a proactive approach, you might be the perfect fit!

### Ideally, you have:

- Proven experience in office management or a similar role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Outlook.
- Ability to work independently and proactively.

### We value a candidate who is:

- Outgoing and positive.
- Independent and collaborative.
- Service-minded and solution-oriented.
- Attentive to detail and accurate.

## 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 an exciting position in a dynamic, skilled, and collaborative work environment. Further we promote opportunities for professional development and growth.

We have a good canteen, fitness facilities, and an active Staff Club contributing with various types of events and activities. Our HQ is placed in Allerød, near the train station and only a 30 min ride from centre of Copenhagen.

## We look forward to hearing from you!

You apply by following below link.

We will review applications and proceed with relevant candidates on an ongoing basis, so please make sure to apply as soon as possible – and no later than 29 June 2025. We look forward to receiving your application.

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.

Get to know us even better at our website, [www.bwsc.com](http://www.bwsc.com), where you can learn more about our projects, our strategy and what we want to achieve at BWSC.

*BWSC no longer receive, or handle applications received via email due to the directives of the GDPR. For your application to be processed, you must submit your application via our online recruitment system.*

#### **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.*