

Service Assistants Wanted for Metroselskabet

Deadline:
22-06-2026

As a Service Assistant at Metroselskabet, you will become part of a team responsible for welcoming guests and handling enquiries at the company's reception and switchboard, contributing to a well-functioning meeting centre through meeting room setup and clearing, as well as carrying out various ad hoc tasks that help keep Metroselskabet a good and efficient workplace. You will have a broad range of contacts across the company's approximately 400 employees, as well as with a large number of external consultants. We are many nationalities gathered under one roof, and the working environment is international.

Contact person:
Poul Holt Pedersen

Position type:
Fuldtid

Your primary tasks will include:

- Managing the reception and switchboard
- Booking and preparing meeting rooms
- Tidying and maintaining the café area, kitchenettes, and meeting rooms
- Various ad hoc tasks such as purchasing, coordinating company cars, etc.

We imagine that you:

- Are service-minded and happy to help where needed
- Stay organised and are able to solve tasks independently
- Are approachable and meet people with a positive and friendly attitude
- Have strong collaboration skills, are reliable, and flexible
- Hold a driver's licence and are comfortable driving in Copenhagen
- Are fluent in both Danish and English, spoken and written

We offer:

- A versatile and varied job
- Attractive salary and employment terms
- Free travel pass for the Metro
- A positive collegial environment and a well-functioning team community

Additional information:

The position is 37 hours per week including lunch break, and working hours are Monday to Friday between 7:00 AM and 4:00 PM.

Please send your application as soon as possible and no later than 22 June 2026.

We expect the start date to be 1 August 2026.

The position is a 12-month fixed-term contract, with the possibility of extension.

If you have any questions, you are welcome to contact Facility Manager Poul Holt Pedersen on +45 23 29 74 01.

We look forward to hearing from you!

At Metroselskabet, we see diversity as a strength that contributes to the company's innovative problem-solving and continued development. Metroselskabet is a diverse workplace with many nationalities and professional backgrounds represented, and we continuously work to strengthen inclusion, belonging, and cohesion among our employees. We therefore encourage all qualified candidates to apply for the position.