

Student Assistant Opportunity at Metroselskabet – QA & Compliance

Are you a **bachelor's student** looking to gain hands-on experience in a **dynamic infrastructure project**? Do you have an **eye for detail** and enjoy working in a structured, organized environment? Then **Metroselskabet** is the perfect place for you! We are looking for a **Student Assistant** to join our **QA & Compliance** team and support the exciting development of our metro projects.

As a part of the **Engineering Unit**, you'll work alongside **40 skilled professionals**, including two other student assistants, in an environment with high ambitions and a collaborative, informal culture. This is your chance to develop your professional skills while supporting some of Denmark's most innovative infrastructure projects!

Your responsibilities will include:

- Assisting with **document management** and **construction-related data** processing
- Helping to **prepare and update reports, statistics, and analyses**
- Managing **correspondence archiving** and **retrieving materials**
- Creating **presentations** and providing general **administrative support**
- Handling other **ad hoc tasks** as needed by the team

What we're looking for in you:

- You are a **bachelor's student** with at least **two years remaining** in your studies
- You are detail-oriented with a strong ability to **structure information** and communicate effectively
- You have excellent **IT skills** and are proficient in **English**
- You approach work with a **structured, analytical, and focused mindset**
- You are **collaborative, proactive, and service-minded**, able to work independently and stay positive in a busy work environment

What we offer:

At Metroselskabet, you will gain **valuable experience** in a **professional and dynamic environment**. The position is flexible, with about **15 hours per week**, and we are happy to adjust the hours to suit your academic schedule.

Apply by April 25, 2025 – but don't wait too long, as we review applications on a **rolling basis**. **Have questions?** Reach out to **Lotte Maj Steffensen**, Team Lead for QA & Compliance, at **+45 7242 4954**.

This is your chance to develop your career while working on the future of **public transport**. **Apply today!**