

Archivist for Assets and Renewals

Deadline:
14-06-2026

Contact person:
Jørgen Østergaard

Position type:
Fuldtid

Would you like to help ensure quality in technical documentation work and support operational projects with timely documentation? Do you want to contribute to maintaining the quality of our technical archives in the long term as well?

In recent years, we have been working to improve the maintenance of the company's technical documentation for the Metro and the Light Rail. This work continues alongside the expansion of both the Metro and the Light Rail, as well as a growing number of operational projects. This is where you come in.

About the position

You will become part of Assets & Renewals (ASAR), where we are responsible for the ownership of the assets of the Metro and the Greater Copenhagen Light Rail. We work to ensure that, both now and in the future, we can deliver sustainable public transport. We do this through investments in the Metro and the Light Rail, capacity expansions, configuration management, data improvements, and maintenance of our technical documentation.

You will work closely with the company's other archivists on ongoing operational tasks as well as development-related tasks. Together, you will support project managers in requesting technical documentation and ensure that project-related changes to Metro and Light Rail assets are implemented in our archives. You will also contribute to the continued development of the archives, ensuring that technical documentation remains easily accessible and of high quality throughout the lifetime of the transport systems.

Your tasks will be varied, consisting of a mix of routine assignments and more development-oriented responsibilities.

Who are we looking for?

You are service-minded and thrive in collaboration with others. You communicate clearly and effectively in both Danish and English. You work in a structured manner and pay close attention to detail. In addition, you are able to plan and prioritise your time and tasks effectively. You are motivated by taking responsibility for your work. You are also goal-oriented and make sure your tasks are completed properly.

Your educational background is not decisive, but it could, for example, be in library science, history, technical drafting, engineering, or a similar field. You have at least 5 years of experience working with documentation, which may have been gained within construction and civil works, utilities, the pharmaceutical industry, the transport sector, or similar industries where documentation is highly prioritised. You may also have a background in historical archives, where you have gained solid experience in requesting and handling documentation.

You have a good understanding of IT systems, including the Microsoft Office suite, archive systems, etc.

What do we offer?

You will have a central role in shaping how the company's technical documentation is managed today and in the longer term.

With us, you will get an exciting and challenging job in an organisation that is evolving, with flexible and attractive employment terms, salary based on qualifications, and committed and welcoming colleagues.

Further information

For further information about the position, please contact Team Manager Jørgen Østergaard at joe@m.dk.

We conduct interviews on an ongoing basis and will close the recruitment process once the right candidate has been found.

The application deadline is 14 June 2026.

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 profiles represented, and we work continuously to strengthen inclusion, belonging, and cohesion among our employees. We therefore encourage all qualified candidates to apply for the position.