

People Consultant for Metroselskabet

Would you like to work with HR in a role where structure, data and people go hand in hand – while also being part of Metroselskabet, where your work helps support a society-critical infrastructure that creates value for thousands of people every day? And are you interested in a broad People role, where you both support daily operations, participate in recruitment and have the opportunity to shape your tasks based on your interests and development goals?

We are looking for an engaged People Consultant who thrives at the intersection of administration, systems and collaboration. You will become an important part of our People team and enjoy a varied workday with many touchpoints across the organisation.

You will join the People team, which is part of the Organisation, Safety & Environment (OSE) unit. The unit consists of approximately 30 employees, with your team comprising five skilled colleagues whose expertise ranges from HR administration and operations to HR development. We are proud of and highly committed to our work, and we take great pride in supporting the business, management and employees. Within the team, we collaborate closely, share knowledge and support one another.

Your responsibilities

As a People Consultant, you will help ensure that People and HR processes function effectively in practice. Your tasks will include, among others:

- supporting the People team and managers with administrative and practical HR tasks
- coordinating, maintaining and quality-assuring data in HR systems (including Emplify and CoZone)
- preparing employment contracts, amendments, supplements and other HR documentation
- supporting processes related to vacation, absence, salary adjustments and employee data
- contributing to the accurate and timely delivery of payroll and personnel data to an external payroll provider
- participating in People projects and working with continuous improvement of workflows
- taking part in recruitment processes from start to finish – from job postings and screening to coordination and onboarding

The role is broad, and there will be opportunities for your responsibilities to evolve in line with your competencies, interests and ambitions within HR.

About you

You work in a structured manner and find it easy to maintain an overview – even when juggling multiple tasks in a fast-paced environment. You are helpful, collaborative and thrive in a role with many stakeholders.

We imagine that you:

- have experience with HR administration, e.g. as an HR Assistant, Coordinator or Consultant
- have a solid understanding of systems and data and are comfortable working with HR systems, Excel and digital processes
- communicate clearly and professionally, both verbally and in writing, in Danish and English
- understand the importance of discretion and confidentiality when working with personal data
- are curious, service-minded and take responsibility for ensuring tasks are completed and quality-assured

What we offer

You will become part of a professionally strong and collaborative People team, where we share knowledge, support one another and succeed together.

In addition, we offer:

- a versatile and educational People role with close interaction with both employees and management
- opportunities for professional and personal development within HR – including recruitment
- flexibility in your day-to-day work and an informal working environment with humour and strong collegiality

We look forward to hearing from you!

If you have any questions, please feel free to contact Team Lead Rebekka Storm Mikkelsen at rst@m.dk or +45 24 20 97 99.

In 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 continuously work to strengthen

inclusion, belonging, and cohesion among the company's employees. Therefore, we encourage all qualified candidates to apply for the position.