

Student assistant to join our Contract Management team in the Procurement and Contract Management (PCM) unit

Deadline:
02-08-2026

Contact person:
Keith Edmonds

Position type:
Deltid

We are looking for a student assistant to join our Contract Management team in the Procurement and Contract Management (PCM) unit. You will assist with contracts related to both our operations and maintenance contracts (O&M) for light rail and metro, as well as support an ongoing arbitration case.

You will work with data collection, analysis and coordination across departments, helping to keep track of a complex process with many deadlines.

Your tasks

Specifically, you will:

- Collect and organise data/documentation for Metro Asset handback
- Assist with a long-running and comprehensive arbitration case, including preparing case material, participating in meetings with external lawyers, etc.
- Coordinate activities across teams
- Prepare briefing notes and presentations for internal and external use
- Handle ad hoc tasks as needed

You are a good fit for the position if you:

- Are currently studying for a bachelor's or master's degree in a relevant field such as law, business or engineering project management. However, motivation and curiosity are valued more highly than a specific educational background
- Have some experience from an environment within civil engineering/construction law or from an operations/maintenance environment
- Enjoy working in a structured way and pay attention to detail
- Thrive both working independently and in close collaboration with others
- Are curious about procurement, contract management and the interaction between the public and private sectors
- Can work approximately 15 hours per week. However, we offer a high degree of flexibility during exam periods
- Write and speak Danish and English clearly

We place greater emphasis on your motivation and willingness to learn than on formal qualifications.

What we offer:

- Working environment
- A team of approximately 400 colleagues building metro and light rail infrastructure to a high standard
- Professional sparring and the opportunity to develop your skills
- Real responsibility — your input matters

Flexibility

- You can adapt your working hours to fit your studies
- Tasks can be carried out both at the office and from home, by agreement
- We understand that student life requires balance

Culture

- A supportive team where it is okay to ask questions
- Social events both within the team and across the organisation
- Clear expectations and constructive feedback

Employee benefits

- Attractive pension scheme
- Good canteen facilities

- Free travel pass for metro and light rail

Application

If you are interested in the position, please send your application and CV no later than 2 August 2026.

We will hold interviews in August.

If you would like to know more about the position, you are welcome to contact our O&M Contract Manager Keith Edmonds at ked@m.dk / +45 72 42 45 48 or our Contract Manager and project manager for the arbitration case Sophie Korsgaard Vang at sovk@m.dk / +45 72 42 48 93.

At Metroselskabet, we see diversity as a strength that contributes to the company's innovative approach to 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.