Global People & Culture Project & Analytics Coordinator

Deadline:

Contact person:
Birgitte Dam

Office:
Aarhus, Denmark, Copenhagen, Denmark

Location:
Jernholmen 49, 2650, Hvidovre

Make processes work. Turn people data into insight. Help global priorities land.

Do you enjoy making projects, processes and people data work in practice?
Scan Global Logistics is growing and evolving. Our People & Culture agenda spans more than 60 countries, systems and business priorities. The opportunity now is to strengthen how we coordinate, implement and follow through across the organisation.
We are looking for a hands-on Global P&C Project & Analytics Coordinator to join our global team in Denmark. You will coordinate projects, improve processes and make people data useful in everyday decisions. This is an operational role: you will build the overview, maintain the detail and follow through on implementation—not primarily design strategy.
Your work will span HRIS governance, MQ data (our early employee survey with a recent 92% response rate and more than 15,000 comments), dashboards, process optimisation, represent P&C in our internal Copilot and Power Automate project, and the practical use of digital and AI tools. You will work closely with global, regional and local P&C colleagues, IT and business stakeholders.

What you can expect

- Hands-on work on named priorities: HRIS governance, MQ reporting, AI and dashboards, global process improvements and digital workflows.
- Broad international exposure and close collaboration with regional and local P&C colleagues, business leaders and corporate functions.
- Responsibility early on, with room to shape processes and propose simpler, smarter ways of working.
- A fast-moving, entrepreneurial environment where ideas are expected to translate into action.

In your first year

In your first year, you will help establish reliable project follow-up, strengthen HRIS governance and reporting, and turn recurring manual work into simpler processes. Priorities will be agreed with the Global Chief People & Culture Officer; the examples below show the kind of work you will get hands-on with.

Global project coordination

- Coordinate selected global P&C projects from planning through implementation, including HRIS improvements, reporting and process changes.
- Maintain practical plans, milestones, dependencies, action logs and decision records, and flag delays or unresolved ownership.
- Prepare working meetings, follow up with owners and keep regional and local stakeholders clear on what happens next.

People insight and decision support

- Bring together people data, including MQ results and comments, into clear dashboards, recurring reports and management updates.
- Validate data across HR systems, document definitions and assumptions, and highlight gaps before reports are used for decisions.
- Translate engagement, workforce and process data into concise insights and practical follow-up priorities for P&C colleagues and leaders.

HRIS governance and process optimisation

- Coordinate HRIS governance with IT and local P&C: clarify data ownership, standards,

access requirements and change priorities.
•Follow up on data quality, system issues, testing and user guidance so that agreed changes work across countries.
•Map and document global P&C workflows, remove unnecessary handovers and maintain practical process guides and controls.

Digitalisation and AI tools

•Identify repetitive work suitable for digitalisation or automation, using tools such as Copilot and Power Automate in partnership with IT.
•Help test and implement digital workflows and AI-supported analysis, with appropriate human review, confidentiality and data-access controls.

Who we are looking for

We are looking for someone who enjoys hands-on delivery: maintaining plans, checking data, building reports, documenting processes and helping colleagues adopt better ways of working. You do not need every answer up front, but you need to enjoy finding a practical next step.

•Relevant education within HR, business, project management, analytics or a related field.
•Minimum 3 years of relevant hands-on experience in P&C/HR operations, project coordination, PMO, analytics or process improvement.
•Strong project coordination skills and a disciplined approach to deadlines, details and stakeholders.
•Strong Excel skills and confidence preparing clear presentations; experience with dashboards, Power BI, HRIS or workflow tools is an advantage.
•Excellent written and spoken English.
•Comfort working across countries and changing priorities. You may not thrive here if you need a fully defined role or prefer designing strategy and not putting it into practice.

What will make you successful

•You create structure without creating unnecessary bureaucracy and complexity for others.
•You communicate clearly and turn follow-up into forward movement.
•You work confidently with detail while keeping the wider purpose in view.
•You are curious about technology and look for practical ways to improve quality and productivity.
•You build trust through facts, responsiveness and consistent delivery.

Why join Scan Global Logistics?

At SGL, you will join an international logistics company with an entrepreneurial culture, high ambitions and a strong belief that results are created by people who take responsibility. Our DNA is built on Respect, Integrity, Entrepreneurship & Fun.
This role offers broad global exposure and the opportunity to make P&C projects, systems, processes and reporting more reliable and useful—not simply add another layer of coordination.

Interested?

Send your CV and application through the SGL career portal. We review applications on an ongoing basis and will close the process when the right candidate has been found.
For further information, please contact Birgitte Dam, Global Chief People & Culture Officer (+45 7872 5403) or visit www.scangl.com.