

Student Assistant, PMO

Deadline:

Join Scan Global Logistics to be part of a dynamic international logistics company, offering growth and opportunities in a human-centered culture. Are you the motivated Student Assistant we're seeking for our PMO Team?

Contact person:

Mette Kudsk Tordgaard

Office:

Copenhagen, Denmark

Location:

Jernholmen 49, 2650, Hvidovre

The job

We are looking for a structured and proactive Student Assistant to support our Program Management Office (PMO) and contribute to the successful delivery of our global transformation program. This is an excellent opportunity for a student who is interested in project management, governance, and digital tools.

As a Student Assistant, you will work closely with the PMO team and gain hands-on experience in supporting program governance, and collaboration across multiple projects and stakeholders.

Key Responsibilities

- Support PMO governance, documentation, and coordination activities.
- Coordinate onboarding and offboarding of programme team members and maintain related frameworks and templates.
- Manage programme distribution lists and collaboration platforms.
- Create and maintain project structures within Microsoft Teams.
- Support governance of Teams sites, project workspaces, and Jira administration activities.
- Ad hoc activities for UP PMO.

About you

- Currently pursuing a Bachelor's or Master's degree within Business Administration, Project Management, IT, Engineering, or a related field.
- Strong organizational and analytical skills.
- Structured, detail-oriented, and able to work independently.
- Excellent communication skills in English, both written and verbal.
- Proficient in Microsoft Office, particularly Excel, PowerPoint, and Teams.
- Experience with Jira is an advantage but not a requirement.

What We Offer

- Practical experience within a large-scale international transformation program.
- Exposure to program management, governance, change management, and continuous improvement.
- Opportunity to collaborate with stakeholders across multiple countries and functions.
- A flexible and supportive working environment that supports your professional development.

If you are motivated by structure, continuous improvement, and making a tangible impact in a dynamic program environment, we would love to hear from you.

Application

If you wish to be considered for this position, please send your CV, application and grade transcripts using below link.

Applications will be reviewed continuously therefore submit your application as soon as possible, as we will conclude the search when the right candidate has been identified.

Further information

For further information, please contact Mette Tordgaard, phone: +45 2240 9282 or visit our website www.scangl.com.

