

PA to Global CEO & Co-Founder

Deadline:
30-06-2025

Are you ready to join a global network of problem-solvers. If so, we are looking for the right person to support our Global CEO and Co-Founder, with a highly professional and human approach to every task.

We expect you to be passionate about providing your best every day and tackling challenges across a dynamic global organization. You are without a doubt organized and proactive in your approach and you enjoy collaborating with your colleagues, always willing to walk the extra mile to find the right solutions. You will play an essential role in uncomplicating the everyday life of our Global CEO.

Our culture is based on our four virtues: **respect, integrity, entrepreneurship, and fun** and we always bring a human approach to everyone, everywhere.

Contact person:
Lisa Lambert

Office:
Copenhagen, Denmark

Location:
Jernholmen 49, 2650, Hvidovre,
Denmark

"I drive Scan Global Logistics on the energy of our fantastic people because I believe that culture eats strategy for breakfast, and no system or formula can compensate for that"

Allan Melgaard, Global CEO and Co-Founder

The position is a key role within our organization with a close collaboration with highly skilled professionals in a dynamic and diverse work environment with a focus on making the world a little less complicated. We expect you to put your organizational and communication skills to work in an international setting in an exciting and challenging position. A wide range of tasks and possibilities in a growing company. We strive to be present, accessible and value-creating in our daily operations. We are really busy but we want to maintain a human approach in an often hectic everyday life.

Your responsibilities will include:

- Plan, book, and coordinate schedules, meetings, and business travels, hotels and restaurants
- Preparing and participating in Executive meetings, presentations, meeting materials and taking minutes of meetings. Following up on key points on behalf of Global CEO.
- Managing and organizing incoming communication and prioritizing emails on behalf of the Global CEO. Acting as a gatekeeper and sparring partner.
- Daily contact with relevant stakeholders, both internal and external building strong relationships
- Participating in the planning and executing of various events and managing global projects
- Day-to-day operational task

We are looking for someone

- with a solid background from a similar position who is used to upholding high standards of integrity
- who understands the need for high-quality results, efficiency and professionalism
- who is used to flexible work hours and are driven by a passion for creating value
- who is self-driven, result oriented and enjoy working in a fast-paced environment
- with a positive mindset, empathetic and a can-do attitude
- with excellent written and verbal communication skills in both Danish and English.
- with advanced proficiency in Microsoft Office

Are you our new colleague?

We really hope so. Send us your application as soon as possible. We will complete the recruitment process when the right candidate is found.

If you have any questions about the position, please contact Lisa Lambert, Executive PA to Global CEO, by phone +45 2428 1521 or visit our website www.scangl.com.