



European Search Company  
Human Capital Consulting

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## Executive Assistant for Accenture Denmark

### Executive Assistant

As a member of the Executive Support Services team you will provide support to a group of executives with complex organizational responsibilities. You will serve as the primary support and act as a liaison between the executives and the organization. You will work in a well-functioning team of 7 Executive Assistants. You independently complete routine and assigned non-routine tasks to meet goals under supervision, and work in a team environment. The level of support requires a good understanding of the executives' organization, along with the business knowledge to communicate and work effectively with the executive's organization and clients.

### About You

- You are enthusiastic, proactive and efficient
- You are service minded, positive and outgoing
- You are a team player and possess excellent interpersonal skills
- You have advanced multi-tasking skills
- You have excellent administration-, planning- as well as follow-up skills
- You easily adapt to different situations and are flexible
- You are trustworthy, loyal and reliable
- You are robust and perform well under pressure
- You have technical flair and are a quick learner

### Key responsibilities include:

- Manage calendar activity, including coordination of meetings for executives as well as extensive rescheduling
- Arrange and coordinate meetings/conferences as well as follow up on action items

- Arrange conference calls and video conferences involving a global audience
- Travel support, including booking of travel and handling visa/passport procedures
- Maintenance of contact and email distribution lists
- Develop relationships with executives' clients and their assistants
- Back-up for other assistants in the team

### Required qualifications

- High proficiency level in Danish and English and excellent communication skills
- +4 years of secretarial and administrative experience
- Advanced knowledge of Word, Excel, Outlook and PowerPoint
- Knowledge of executive business-related preferences
- It is an advantage if you have experience from an international company

The position is based in Copenhagen.

### Our commitment to you

We offer you an excellent opportunity to grow your skills within an international world leading company performing to the highest professional standards. Your development is supported by advanced learning- and performance models to provide you with cutting-edge knowledge in your specialist field. We will build your future career and as a key milestone, we will assign you a personal career counselor, guiding you through your professional development at Accenture.

### Contact and application

If you have any questions please call Brian Ranvits at European Search Company; +45 2048 0548.

If you are interested in the position, please send your CV and motivational letter to; bra@europeansearch.dk att: "EA"

### Investing in you & Balancing your priorities

At Accenture, we believe that quality comes from within and we invest considerable resources in the development of your professional competencies. You will receive on-going training that builds and extends your skills on a continuous basis, allowing you to develop tailored expertise quickly. You will have direct access to state-of-the-art technologies, tools and developer kits from all the major hardware and software houses, keeping you on cutting-edge of your area of expertise.

When you join Accenture, you can make great ideas happen for some of the world's most dynamic companies. With broad global resources and deep technical expertise, we collaborate with clients to cultivate ideas and deliver results. Choose a career at Accenture and enjoy an innovative environment where challenging and interesting work is part of daily life. Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations. Combining unmatched experience and specialized skills across more than 40 industries and all business functions—underpinned by the world's largest delivery network—Accenture works at the intersection of business and technology to help clients improve their performance and create sustainable value for their stakeholders. With approximately 373,000 people serving clients in more than 120 countries, Accenture drives innovation to improve the way the world works and lives. Visit us at [www.accenture.com](http://www.accenture.com)