

We are looking for a Front Office Coordinator

Are you the cheerful type and the kind of person who is always one step ahead?

Moalem Weitemeyer is a leading Danish law firm servicing clients from all over the world with uncompromising dedication. We are looking for a team player who is eager to develop our Front Office to match this level.

The position

As our Front Office Coordinator, you will ensure a second-to-none guest experience. You will plan and coordinate a variety of service functions driving facility excellence, including managing our team of capable young Service Assistants. Your base will be the reception desk and you will report to our Head of Service Pernille Dam.

To be successful in this job, the following qualities are important:

- You are extraordinarily service-minded
- You are flexible and enjoy when no two days are the same
- You are resourceful and you thrive on going the extra mile
- You can manage a team and plan and coordinate tasks so as to always be one step ahead
- Having experience as a receptionist, waiter, host or similar is an advantage

What we offer

We offer an energetic firm culture with colleagues who are generous with each other and who take the time to have fun together. Our Firm takes an active stance on contemporary major issues, even when they are difficult and political, and we find it only natural to take responsibility, both socially and environmentally.

Our offices are located in the heart of Copenhagen, and we offer benefits such as paid phone and internet, health care insurance, an annual firm trip abroad, to mention a few.

Application

Send us your motivated application and CV at career@moalemweitemeyer.com. Interviews will take place continuously, and the position will be filled when the right candidate is found. If you have any questions, you are welcome to contact Pernille Dam at tel. 30379607.

We look forward to hearing from you!