

## We are looking for an Executive Assistant

Moalem Weitemeyer is a leading law firm that services clients from all over the world with uncompromising dedication. We are looking for an Executive Assistant with extensive experience in organizing a management team.

### **The position**

Our management team consists of the executive team and our board of directors. As Executive Assistant, you will refer to our Managing Partner Thomas Weitemeyer and be an anchor in driving management's annual wheel, ensuring execution of activities. You will support in the preparation and coordination of agendas, meeting materials, and reports. This is a newly created position, which means you will be able to influence the strategic planning and development of processes and formats of execution.

As Executive Assistant, you are the type of person who is always one step ahead and who is motivated by ensuring that the management team's days run smoothly. You will have many interactions across our organization, and the ability to work well with people at all levels, both internally and externally, is essential for success.

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

- You have a minimum of 3 years of experience as an Executive Assistant
- You are organized and you have an eye for detail as well as for the bigger picture
- You are resourceful and a teamplayer
- You have general flair for IT and systems and you are an experienced user of Microsoft 365, particularly Outlook, PowerPoint and Excel
- You can communicate effortlessly in spoken and written Danish and English

### **What we offer**

We offer an energetic firm culture with colleagues who are generous to 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 natural to take responsibility, both socially and environmentally.

Our office is located in the heart of Copenhagen, and we offer an attractive salary package and versatile opportunities for professional and personal development.

### **Application**

Send your application, including your CV and references, to [career@moalemweitemeyer.com](mailto:career@moalemweitemeyer.com). Interviews are conducted continuously, and the position will be filled when the right candidate has been found. If you have any questions about the position, you are welcome to contact COO Stine Sandstrøm at tel. 3037 9630. We look forward to hearing from you!