



Personal assistant (PA) to Management

Nel Hydrogen A/S. We are currently close to 100 Employees and expect to maintain a strong growth in the coming years. The Nel organization is dynamic, and the culture is informal with flexibility as a key word. The company is a frontrunner when it comes to the development of hydrogen fuel stations used for the refueling of hydrogen vehicles. The market for hydrogen stations will maintain its growth in the coming years, as large-scale production of hydrogen cars, busses and trucks will be launched in the near future.

About the job

The PA position is a newly establish position – with the overall purpose of assisting top Management in Nel Denmark by carrying out practical administrative tasks as well as support with several strategic/tactical tasks. Nel is a fast growing Company which gives the right candidate good opportunities for personal development, close to business strategy and close to top-management.

- The PA will be responsible for all re-occurring meetings like management meetings, work council meetings, all-company meetings. This includes inviting participants and guest to be present at these meetings and ensure that materials are available to the management team prior to the meeting. The PA will also have to prepare a decision and action log from these meetings.
- The PA will be responsible for establishing and maintaining a new KPI system to track our performance. This requires close co-operation with the entire management team as well as working with Nel's business systems to extract the data
- The PA will also assist top Management with writing Memos for board meetings – make presentations in Power Point. Write all-company letters (with input from the organization)
- The PA will assist with business analysis, creating new business cases etc.
- Maintain various internal documents/procedures such as org. charts.
- Plan visitors coming to Nel, to find a suitable meeting time and coordinate booking of hotel, canteen etc. with our Reception
- Help coordinate calendar, travels etc. for top Management
- Participate in various planning activities like all-company events, management seminars etc.

About you

You may be an experienced PA with 3-5 years of experience form a similar position or you have recently finished your education with a good result.

You hold a degree e.g. as M.Sc., HD-O level or similar

Strong understanding of organization & Leadership, Finance & Economics, and holds a good understanding of Business processes

Are structured and used to keep a consistency in all material provided.

As a person proactive, self-starter and detail oriented.

Able to write texts and to be our internal author of such

Able to work with different cultures – internally as well as externally

Skilled user of all elements in the Office package.

You speak and write Danish as well as English flawless and at a high level.

Application and contact:

Please send you application and curriculum as soon as possible to recruitment@nelhydrogen.com

We are doing interviews on an ongoing basis. Starting date as soon as possible

If you want to hear more about the position, please feel free to contact:

Jesper Geertsen, HR Business Partner | Tlf.: 29887246

About Nel Hydrogen | www.nelhydrogen.com

Nel Hydrogen is a global, dedicated hydrogen company, delivering optimal solutions to produce, store and distribute hydrogen from renewable energy. We serve industries, energy and gas companies with leading hydrogen technology. Since its foundation in 1927, Nel Hydrogen have had a proud history of development and continual improvement of hydrogen plants. Our hydrogen solutions cover the entire value chain from hydrogen production technologies to manufacturing of hydrogen fueling stations, providing all fuel cell electric vehicles with the same fast fueling and long outreach as conventional vehicles have today.