

Receptionist/Travel Coordinator (fulltime position)

At Nel Hydrogen, our mission is to strengthen future generations by providing unlimited green energy. Using hydrogen obtained with renewable energy, we are helping the world convert from fossil fuels to emission-free fuels. At our Danish division in Herning, we currently have more than 180 employees, and we expect continued growth in years to come. Nel Hydrogen is a global pioneer in developing and producing hydrogen Fueling solutions - a market that is expected to continue growing in the coming years as the production of hydrogen-based cars, buses, and trucks going to scale up.

About the position and the Team

You will be responsible for staffing the reception and answering incoming calls on the phone. Receiving and welcoming guests who arrive in reception or who call Nel on the main phone number. Besides manning the reception and answering incoming calls, you should expect to have some administrative tasks. As our receptionist you will be part of the Canteen & Internal Service team, which today consists of 4 colleagues

Responsibilities

- Reception duties, meet & greet visitors, answering incoming calls. (You should expect approx. 10 incoming calls per day),
- Assisting with company arrangements i.e., customer visits, hotel bookings, meeting room assistance, welcome registration on reception monitor. Safety Inductions for external guests entering the reception
- Contact person for our Travel set-up through Egencia – booking hotels, flights, car rentals.
- Approval of invoices in NAV for travels (our ERP system).
- Hotel liaison
- Updating Production Tour & Travel shared calendar.
- Travel Reporting monthly (flights costs etc.).

Ad Hoc/Administration

- Translating of Documents from Danish to English e.g., HR, QHSE, Finance.
- Aligning of meeting rooms and service with Canteen.
- Monthly reporting of canteen (how many having lunch against reported in app).
- Job Postings from HR on social media and generating trends, LinkedIn & Nel Web Site, and answering messages on LinkedIn from candidates. Pulling applicants CVs from LinkedIn for HR.
- Creating monthly information on the canteen Info Screen.
- SharePoint editing and uploading.

- Ordering of welcome flowers to new starters.
- Minor HR tasks.

In the role of our receptionist, you should expect to be our smiling face outwards and first point of contact to guests and visitors both arriving in the reception or calling in by the phone, therefore you should be comfortable with being together with different people in busy surroundings which a reception is and still be able to keep up a smile and good humour.

Qualifications

- Administrative knowledge, with high knowledge of Outlook, Word, PowerPoint and using social medias
- Maybe experienced managing of travels in a company (We use Egencia)
- Nel is an international company with English as its corporate language, so it is essential that you are fluent in English, at a high level, both spoken and written.

Personal qualifications

- Being able to tackle more tasks and take the right decisions
- Remaining calm under pressure, outgoing, and with a positive mindset and a good humor even if things from time to time get busy
- Able to work in a busy environment.
- A structured and quality mindset
- Strong coordination and communication skills, and ability to work with all levels of the organization

Your workplace will be at the Nel Fueling Head office in Lind near Herning, where development and production of all Nel Fueling products takes place in state-of-the-art facilities. Nel offers employees many staff benefit such as good canteen, pension scheme with health insurance and other benefits.

Equal opportunity employer

Nel is an equal opportunity employer, and all qualified applicants will receive consideration for employment regardless of race, colour, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

Apply

To apply, please send your cover letter and resumé to recruitment@nelhydrogen.com. If you need further information, feel free to contact Administration & Service Coordinator Anette Esmarch on +45 61809098/ANETT@nelhydrogen.com.

About Nel

Nel 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. Our roots date back to 1927, and since then, we have had a proud history of development and continuous improvement of hydrogen technologies. Today, our solutions cover the entire value chain: from hydrogen production technologies to hydrogen Fueling stations, enabling industries to transition to green hydrogen, and providing fuel cell electric vehicles with the same fast Fueling and long range as fossil-fueled vehicles - without the emissions.