



Be a force of nature

## Management Assistant

You will become one of two management assistants at Arla Foods Ingredients (AFI), located in Aarhus, Denmark. The function supports the AFI management team in administrative tasks and various projects. In this new position, you will contribute to ensuring efficient processes and enabling high performance in AFI. With the opportunity to shape your own job, you will gain broad insight into the organisation and build a personal network in the process.

### Processes and ad hoc tasks

Your overall assignment will be to act as coordinator and administrator of a variety of supporting tasks for primarily the management team, and secondly for managers reporting to the AFI management team. Your work will include administrative tasks, internal communication and advising/training people in the organisation.

You work independently on assigned projects and functional tasks and will also be supporting corporate

activities, e.g. the annual employee survey and business processes involving the management team.

### Structured person with strong communication and people skills

You have several years of experience working as a management assistant within a business or HR related field. Further, you are an experienced user of MS Office and preferably intranet systems. You are a highly structured person with excellent communication, networking and interpersonal skills. Finally, the position requires you to be proficient in both written and spoken English and have a good working knowledge of one of the Scandinavian languages.

### Application and contact

Send your application to [job@arlafoods.com](mailto:job@arlafoods.com) no later than 20 August and include "1220710" in the subject field. For additional information, please call Senior Director HR Niclas Kvernørød at +45 8938 1938. Please state in your application where you have seen the advertisement.

At Arla Foods, we turn milk into innovative products and strive to bring consumers around the world closer to nature. We are united and empowered by respect for the natural source that keeps us in business, and we share a determination to continue our ambitious development and growth. It will be a journey of a lifetime and to succeed we work together – to Lead, Sense & Create.

[www.arla.com/career](http://www.arla.com/career)



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