

Executive Assistant, Urban Partners, Copenhagen

Deadline:
05-05-2025

Contact person:
Marie Møller Højmosse

Job area:
Investments

Position type:
Full time

Company:
Urban Partners

Are you ready to join a group of talented people in an innovative and internationally growing investment company?

We are looking for an Executive Assistant to support senior management. If you are a proactive problem solver, a good communicator with organizational skills, and a team player with a strong ability to hands-on solve and drive daily administrative tasks large and small, you might just be the person we are looking for.

The position

As the Executive Assistant, you will play a central coordinating role in supporting Urban Partners, at times handling confidential matters. You will work closely with Urban Partners leaders and other stakeholders, being a key go-to person to support their daily tasks and the practical functioning of the management team. In your role, you will join an international team based in multiple countries and offices, working and communicating both in English and Danish.

Your responsibility areas include, but are not limited to:

- Administrative tasks Calendar and inbox management Travel arrangements Submission of travel expenses
- Meeting organization Coordination of room bookings, attendance, agendas, materials, presentations, meeting memos and follow ups Scheduling and coordinating recurring meetings such as business updates
- Managing annual team wheel, including practicalities around kick-offs, off-sites, planning, travel, bookings
- Process support and development (such as employee engagement pulse survey results processing)
- Internal communication of various kinds
- Driving other internal projects and ad hoc tasks of various size and complexity for the management, including at times handling data and preparing presentations

The team and role

With €21bn of assets under management, Urban Partners invests in real estate assets, companies, technologies, and credit solutions. Urban Partners is made up by a team of entrepreneurial people who want to make a difference, guided by a strong set of Nordic values, centred around a caring, curious and trusting culture. Urban Partners today is a team of 700+ professionals located across eight countries in Europe.

You will be an integrated part of both the Urban Partners leadership team and our Executive Assistant community. Your workplace will be at our Nordhavn office in Copenhagen. Urban Partners is a rapidly growing international company, offering you the opportunity to immerse yourself in our international atmosphere. You will have various possibilities for professional development, as well as the chance to participate in many joint team activities and social gatherings.

Required skills and competences:

We expect you to be experienced from a similar Executive Assistant position and to be hungry for further professional development. You are familiar with Microsoft Office tools, especially Outlook and PowerPoint. You may have completed bachelor's degree or equivalent studies in a relevant field. Some technical savviness is appreciated in the role, and you are motivated to constantly develop your ways of working. You possess:

- Advanced calendar management and prioritization skills
- Experience in inbox management, including e-mails, contacts and meetings
- Experience in travel arrangements and events management
- Professional communication skills in written and spoken English and Danish
- Project and/or process management skills: you can take ownership of selected processes (such as employee experience pulse survey results processing)
- An ability to drive administrative processes and internal projects proactively and independently, taking the ownership of your responsibility area
- Efficient and organized working style
- Firm but open and friendly approach to all stakeholders
- Business acumen and organizational insight is a plus – an ability to quickly grasp business priorities and understand action points

- Staying on top on tasks and prioritization in a fast-paced environment across a wide range of work streams
- An ability to handle confidential material discreetly
- A positive team player mindset with a working style that is flexible and solution oriented

Join us

If you feel we have just described you, please let us know more about you. Please attach your CV and application in English, using the apply link below. We are happy to answer questions for more information, for this please contact Marie Møller Højmosé from the Talent Acquisition team at

marm@urban.partners

We encourage you to apply as soon as possible and no later than 5 May 2025.