



EXECUTIVE ASSISTANT TO CEO

FROM MISSION TO MARKET LEADER IN 2016 – CAREER POSITION IN AN ENTREPRENEURIAL CLEANTECH VENTURE

Based on a patented new technology, "Danfoss Ventures" and the "Bitten and Mads Clausen Foundation" established a new company in 2009 - Danfoss IXA A/S.

This unique, patented sensor technology is ideally suited to the global focus on energy and the environment. It is extremely robust and can precisely and continually measure climate parameters and environmentally harmful gases.

Danfoss IXA is based in Vejle, Denmark, and has eight employees. It is now positioned to take the next step in commercialising the technology, building up the company, and continuing to develop and market the technology globally.

An Executive Assistant and right hand to the CEO is being sought to support the management in the ongoing establishment and realisation of the company's potential.

The job will place high demands on your ability to understand the business, clarify the financial position and performance, and identify areas of improvement. You will be a key player and anchor person in strategic planning together with the board and management, with tasks ranging from feasibility studies and strategy plans to implementing strategic goals and projects. In addition to your strategy focus, you will be responsible for helping build up the organisation, including the finance, administration, HR and IT departments, which currently draw on outsourced resources.

Your duties will be extensive and varied, covering monthly accounting and reporting, HR agreements and appointments, motivation agreements, contracts and service level agreements, project reporting to the Danish National Advanced Technology Foundation (Højteknologifonden), implementing and optimising processes, systems and business procedures, interfacing with external partners, and daily administration tasks.

You have an MSc in Economics and Business Administration or similar education, and have participated in a similar success story,

where you gained hands-on experience with business and strategic plans, and with reporting, financial management, administration and business controlling.

You have a high level of energy and personal drive and keen analytical skills. You like a business challenge, and having your own skills put to the test. You have a positive outlook, and are outgoing and work well as part of a team. You are also good at matching requirements and expectations.

A salary package will be negotiated individually, and there is great job flexibility. The company language is English, which you are highly fluent in. Up to 40 days of business travel should be expected annually.

If you have the drive and desire to see direct and measurable results from your efforts and your contribution to our team, mail your application and CV in Word or PDF (in English) to: job@frontpeople.dk with reference code EA711. Initial interviews will be held in mid-August.

For further information, please contact us on tel.: +45 7519 1938.

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