



# WE'RE HIRING!

Office & Business Assistant

SKANDERBORG | DENMARK

Please send your application to the email address provided on our website.



# Office & Business Assistant

## Full-time

Join a growing international company where your attitude matters more than your CV.

At ScanFoam, we believe that great people can learn new skills. What is much harder to teach is the right attitude, a willingness to help others, and a genuine desire to be part of a successful team.

We are looking for an Office & Business Assistant to join our friendly team in Skanderborg. This is not just another administration role.

It is an opportunity to become an important part of a growing international business where your responsibilities can develop over time according to your interests, strengths and ambitions.

### YOUR ROLE

No two days are exactly the same.

You will support the office team with a wide variety of administrative and operational tasks, helping to ensure that everything runs smoothly.

As you become familiar with the business, you will have the opportunity to develop your role and take on additional responsibilities in areas that interest you. Depending on your abilities and ambitions, this could include:

- Customer Service
- Purchasing
- Production Planning Support
- Finance Administration
- Sales Support
- Project Coordination
- Process Improvement

We are looking for someone who enjoys variety and wants to grow with the company rather than someone who wants to perform the same tasks every day.



## WHO WE'RE LOOKING FOR

We are much more interested in who you are than what you've done. You are someone who:

- Has a positive outlook and enjoys working with people.
- Is honest, reliable and takes pride in doing a good job.
- Enjoys helping colleagues and contributing to a successful team.
- Is organised and likes bringing structure to everyday work.
- Takes responsibility and looks for solutions rather than problems.
- Is curious and enjoys learning new things.
- Can adapt as the business continues to grow and change.
- Communicates openly and treats colleagues and customers with respect.

## WHAT WILL HELP YOU SUCCEED

While attitude is our top priority, experience in one or more of the following areas would be an advantage:

- Microsoft Office (Word, Excel and Outlook)
- ERP systems
- Customer service or external customer contact
- Purchasing, transport or logistics administration
- Good written and spoken English (German is an advantage)

Previous office experience is an advantage, but it is not the deciding factor. If you bring the right attitude, commitment and willingness to learn, we will help you develop the skills needed to succeed.

## WHAT WE OFFER

A varied position where no two days are the same.

A supportive, friendly and down-to-earth team.

Genuine opportunities for personal and professional development.

Training and support to build new skills.

The opportunity to shape your own role as both you and the company grow.

The chance to be part of an ambitious international business where every employee makes a real difference.

## INTERESTED?

If you are looking for a job where your personality, attitude and potential are valued just as much as your experience, we would love to hear from you.

Come and join us on our journey as we continue to grow and build an even stronger team together.

