



## Personal Assistant for GROUP CEO

Celsius Shipping offers an attractive position as Personal Assistant to the Group CEO in our head office in Copenhagen. You will join a fast paced and dynamic environment and support our Group CEO on a diverse set of tasks and activities.

Celsius Shipping was founded in 2012 and is a full-service shipping company with a strong growth story. The company has offices in Copenhagen, Monaco, South Korea and Hong Kong.

Celsius Shipping has been one of the most active maritime investors in recent years, and our combined invested capital is currently more than USD 4 billion. Together with our international partners, we have built a strong presence in the major shipping segments via timely acquisition of maritime assets within Tankers, Containers and Gas.

Celsius is recognized as one of the leading maritime transportation investment platforms through our performance, our people and our commitment to delivering superior value to our partners. We are committed to taking active responsibility for the society and environment we operate in and are continuously working towards making ESG a central part of our strategy and operations.

Celsius Shipping is looking for an experienced executive assistant to help structure, ease and assist our CEOs everyday tasks as the company continues its growth journey in the maritime industry. You will be surrounded by skilled and motivated colleagues with a solid track record in their respective positions. We seek someone who is organized and detail-oriented, able to complete a high volume of tasks with minimal guidance or supervision. A self-starter with high work ethics and dedication.

### **The Position:**

You will be working closely with our CEO and occasionally one from the executive leadership team.

Responsibilities will include but are not limited to:

- Calendar management on behalf of CEO
- Office administration and management
- Coordinate and book travel arrangement for CEO
- Coordinate corporate events in Denmark and abroad
- Prepare and distribute communications on behalf of executive leadership team

- HR administrative tasks
- Coordinate talent attraction and management hereof
- Drive projects and ad-hoc tasks for CEO and occasionally executive leadership team

### **The Profile:**

Our ideal candidate has a sense of flexibility, proactivity, and structure to support in a busy working environment

- A degree or equivalent qualifications
- Recent Executive Assistant or administrative experience within a professional environment
- Structured and organized with a strong sense of professionalism
- A loyal profile who understands the importance of CEO tasks and making processes run smoothly and efficiently
- Excellent written and verbal communication skills, proficiency in a Scandinavian language is required as well as fluency in English
- Strong proficiency in Microsoft office package
- Energetic personality with a positive can-do attitude
- Able to handle multiple issues at the same time and efficiently prioritize workload, executing independently
- Ability to maintain confidentiality and discretion in dealing with sensitive matters

### **Application:**

- For questions or further information about the position please contact Caroline Baier Jensen at +45 53552406 or [cbj@celsiusshipping.com](mailto:cbj@celsiusshipping.com)
- Please apply by sending your application and CV including transcript of grades by email to [hr@celsiusshipping.com](mailto:hr@celsiusshipping.com)
- Deadline: 15<sup>th</sup> September 2023