

# Executive Assistant to our Partners

We are looking for a dynamic and highly organized **Executive Assistant / Business Manager** to support two of our partners, in driving the execution of our strategic objectives and key results (OKRs). This is a unique opportunity for a consultant-minded individual who thrives in a fast-paced environment and wants to work closely with top-level leadership.

As the right hand to the Partners, you will play a pivotal role in both internal and client-facing projects. Your responsibilities will span from operational support to strategic execution, helping to ensure that our partners are fully enabled to focus on delivering value to clients and growing the business.

## Key Responsibilities:

- Drive the execution of strategic initiatives and OKRs in collaboration with the partners.
- Prepare high-quality presentations and reports (PowerPoint) for both internal and client meetings.
- Support the partners in daily operations, including meeting preparation, follow-ups, and project coordination.
- Assist in managing internal projects, ensuring timelines and deliverables are met.
- Act as a liaison between partners, clients, and internal teams, ensuring smooth communication and alignment.
- Take ownership of various ad hoc tasks that support the partners in achieving business goals.

## Your Profile:

- Background as executive assistant, resource manager, chief of staff, business management, or a similar role.
- Strong analytical skills and a structured approach to problem-solving.
- Excellent communication and presentation skills, especially in PowerPoint.
- Proactive, detail-oriented, and able to manage multiple priorities effectively.
- Comfortable working independently while being a trusted sparring partner to senior leadership.

Fluency in English and Danish or any equivalent Scandinavian language (both written and oral) is required.

## What We Offer:

- A key role in a dynamic and growing consultancy with high ambitions.
- Close collaboration with experienced and visionary partners.
- The opportunity to influence strategic decisions and drive impactful projects.
- A vibrant and supportive work environment with a strong focus on personal development.

## Interested?

If you are ready to take on a versatile and high-impact role, we would love to hear from you. Apply now and become part of the Copenhagen Consulting team!

## Contact and application

In this recruitment process we are assisted by European Search Company. For additional information about the position please contact Nikolai Nielsen on +45 91 76 58 93 or Brian Ranvits on +45 2048 0548 .

If you see yourself in the position, please send your application by using this apply button below. Note that candidates will be processed as they arrive, until the position is filled, so do not hesitate to submit your application.

**Job Title:**  
Executive Assistant

**Application Deadline:**  
As soon as possible

**Company:**  
Kopenhagen  
Konsulting

**City:**  
Copenhagen

**Country:**  
Denmark

**Contact person:**  
Brian Ranvits or  
Nicolai Nielsen

**Phone number:**  
+45 2048 0548 or +45  
9176 5893

