



BUSINESS COORDINATION, PROJECTS & PROCESS SUPPORT

Do you enjoy creating structure, coordinating activities and helping important initiatives move forward? Are you curious, analytical, and comfortable working with many different tasks and stakeholders?

The opportunity

We are looking for a highly capable and proactive colleague to support our organization and strengthen the way we turn priorities into progress. The role combines executive support, project coordination, process improvement, and business administration. You will work closely with managers and colleagues across the business and become involved in many different topics.

This is a broad generalist role where no two weeks are exactly alike. Success comes from being organized, proactive, curious, and willing to take ownership when something needs to be coordinated or moved forward.

About the role

As Business Operations Partner, you will work across the organization and support the leadership team with business-related coordination, project follow-up, presentations, reporting and process improvement. The primary focus is on shared business priorities and cross-functional activities rather than personal support to individual executives.

You will help create structure, prepare strong decision material, and ensure that important initiatives move forward. One day you may be preparing management material or structuring information for a decision; the next, mapping a workflow, coordinating a cross-functional activity or following up on agreed actions. Success is not about having all the answers. It is about listening carefully, creating clarity, and helping the organization turn decisions into practical next steps.

Your key responsibilities

- Coordinate actions, deadlines and contributions across departments and help ensure that agreed tasks move forward.
- Partner with the leadership team to turn strategic priorities into clear plans, actions, and follow-up.
- Prepare presentations, management reports, board material, process flows, and other business documentation.
- Gather and structure information, summarize key insights and support reporting using relevant tools, such as Power BI.



- Help improve internal processes, workflows, documentation, and ways of working.
- Coordinate selected workshops, leadership activities, strategy sessions, and business-related events.
- Use Microsoft 365 and digital tools, including AI, to improve quality, efficiency, and flow.
- Provide practical coordination support during peak periods or in the absence of the CEOs assistant.

Role interfaces

The Business Operations Partner and the CEO's Personal Assistant will work closely where business activities and executive logistics meet. The distinction is based on primary purpose:

- The Business Operations Partner focuses on shared business priorities, cross-functional coordination, projects, processes, reporting, and management material.
- The CEO's Personal Assistant retains responsibility for the CEO's calendar, inbox, personal travel, meeting logistics, and day-to-day personal executive support.
- Any backup support is occasional and practical. It does not change the core ownership of either role.

Who you are

We are less concerned with your exact background and more interested in how you work. You are likely someone who:

- is curious and quick to understand new topics.
- is detail-oriented and enjoys creating structure and keeping things organized.
- can turn information and ideas into clear actions and practical follow-up.
- Listens well, communicates clearly, and builds trust with different stakeholders.
- can move between the big picture and the details needed to make things happen.
- takes ownership, follows through and is comfortable asking clarifying questions.
- enjoys a varied role with many points of contact.

Background and experience

You may be early in your career or already have a few years of experience. What matters most is your ability to think logically and quickly grasp new topics.

We imagine that you bring:

- A relevant degree in business, economics, communication, strategy or a similar field.



- Experience from business support, project coordination, operations, consulting, a family office or a comparable role. We are also open to strong recent graduates with the right mindset and capabilities.
- Confidence in your ability to interact and work closely with a senior leadership team
- Strong PowerPoint and Microsoft Office skills, with an eye for structure and clear visual communication.
- An analytical mindset and confidence working with information, reporting and digital tools. Power BI experience is an advantage, not a requirement.
- Curiosity about new technologies and digital tools, including AI, and an interest in using new tools to optimize processes and deliverables.
- Excellent written and verbal communication skills in English. Danish is an advantage.

What we offer

- Broad exposure to business activities and colleagues across the organization.
- Meaningful responsibility and the opportunity to contribute from day one.
- A collaborative environment with trust, flexibility and room for initiative.
- A varied role where good structure and reliable follow-through make a visible difference.

Interested?

Please send your application and/or a motivated CV via the 'Apply' button. Start date is as soon as possible, and interviews will be conducted on an ongoing basis.

If you have questions about the position, please contact Head of HR Vinni Behrens at vtb@alfadev.dk