

Detailed job profile

MU Professional Search™
Office Assistant | Nordenergi



Reliable Leadership Advice™

Office Assistant at Nordenergi

This material aims to ensure a good match between the organisation and the candidate. To create the greatest possible transparency, we have gathered the most important information about the position, the organisation, the opportunities and the challenges. We have also described the expectations of the ideal candidate's experience and competencies, so that both sides have the best possible basis for assessing the match. We encourage you to read the material and to get in touch as described under "The next step".

Primary MU consultant: Susanne Bentkjær

The organisation



Green Power Denmark is the business organisation for the green energy sector in Denmark, with 1,500 members and an EU office in Brussels.

Green Power Denmark is part of **Nordenergi**, the collaboration between the Nordic associations for electricity producers, suppliers and distributors. The members are [Finnish Energy](#), [Green Power Denmark](#), [Renewables Norway](#), [Samorka](#) (Icelandic Energy and Utilities) and [Swedenergy](#). Together we represent more than **2,000 market actors**, most of them active in the electricity sector, but also in district heating, gas and services. We support the EU's goal of net-zero emissions by 2050 and work for a well-functioning and integrated power market in the Nordics and the EU, a strong electricity grid and a reliable power system that enables consumers to take an active part in the market.

In Brussels, the five associations share a **joint office** close to Place du Luxembourg and within easy reach of the metro. We moved into the modern premises two years ago. When everyone is present, around **20 colleagues** work here, most of them from the Nordic countries along with a few from France, and many of the associations have trainees. The representations vary in size, from teams from the larger associations to representations run by a single person, and some member companies have their own permanent representation at the office. Experts from the national associations and member companies come to Brussels for meetings and workshops, and the office is a natural meeting place where the associations also host events for their guests. The atmosphere is lively, informal and open.

Each association has its own rules and workflows, while the **coordination** of our joint work rotates between the associations in line with the chairmanship. Green Power Denmark currently holds the chairmanship.

Until now, the associations have also taken turns running the office in practice. We have now decided to establish a permanent position as **Office Assistant** to take care of the shared services on behalf of all five associations. The position is part of Green Power Denmark's EU office. Green Power Denmark is your employer and holds the authority to direct your work and the management responsibility for the position, and you will report to the head of the EU office. As the position is new, you will have a real opportunity to shape how the shared office works in practice.

On the following pages, we describe the position and our wishes for the profile.

The position

The Office Assistant's responsibilities

As Office Assistant, you are responsible for the **shared services** of the office on behalf of all five associations. You are the consistent point of contact for everyday office matters, and by taking care of the practical side, you allow colleagues to concentrate on their policy work. Your responsibilities include:

Reception, access and visitors:

- Welcoming guests and visitors and staffing the office reception.
- Managing access to the office and keeping in contact with the building's shared reception, so you always know who is expected.
- Handling post, parcels and deliveries.

Daily operations:

- Making sure that coffee, refreshments, catering, supplies and facilities are in place every day, and that the meeting rooms are tidy and ready for use.
- Ordering supplies for the office and preparing invoices and expenses for the shared office before they are passed on for approval.

Facilities and suppliers:

- Acting as the coordination point for the building management, cleaning and security services, and local suppliers, often in French.
- Following up on daily maintenance and acting as the contact for IT, printing, internet and audiovisual suppliers.

Meetings and events:

- Keeping the shared room calendars and handling and continuously improving the logistics for shared meetings and events, including the two annual joint events for all the Nordic representations.
- When capacity allows, the associations can also book your practical assistance for their own events.

Local administration and safety:

- Handling practical matters that require local knowledge, such as first aid under Belgian rules.
- Keeping an overview of who is responsible for what across the associations and acting as one of the office's fire wardens.

Continuity:

- Building a practical guide to the office, from booking meeting rooms to recommended restaurants, and a best practice that ensures continuity when the coordination passes from one association to the next.

The role does not include policy work or personal assistance to individual colleagues.

The role as Office Assistant

As Office Assistant, you hold a unique position at the office. You are employed by Green Power Denmark, but your focus is the shared office, which makes you the one who connects five organisations with different traditions, ways of working and needs. Some representations are larger teams, while others are run by a single person, and part of the role is to balance these different needs so that the shared office works for everyone. You report to the head of Green Power Denmark's EU office, [Jacob Klivager Vestergaard](#), who directs your work, while your daily work supports Nordenergi as a whole.

Every day looks different, depending on who is at the office and whether there are meetings or events. The role calls for someone who spots what needs doing before anyone asks and who is comfortable making practical decisions independently, including when a quick solution matters more than the cheapest one. You hold a large responsibility for planning and driving your own tasks. We expect you to work independently and take the lead on what needs to be done rather than wait for tasks to be handed to you. Much of the work is about noticing where things could run more smoothly and finding practical solutions that make the office a better place to work. Some tasks are less glamorous than others, such as dealing with a water leak, but they are just as important for the office to function, and we hope you will see them as a natural part of the job. As the person who knows everyone at the office, you also play an important part in creating a good atmosphere among colleagues.

As the position is newly established, the tasks are not yet fully described. You will help shape the role, and over time it can develop as you gain experience and find new ways to support the office. In the long term, you become a natural link between the associations and the person who ensures that the practical side of the shared office always runs smoothly.

The Office Assistant's success criteria

The first year

- You are the established point of contact for every-day office matters, and colleagues across all five associations know what they can turn to you with.
- Guests are welcomed and access to the office is handled consistently in close cooperation with the building's shared reception.
- Cleaning, security, building management and suppliers have one clear contact at the office, and practical issues are resolved quickly.
- First aid and fire safety are organised in line with Belgian rules.
- A practical guide to the office has been compiled with input from colleagues.

The next two years

- A best practice for the handover between chairmanships is in place, and the coordination passes from one association to the next without loss of knowledge.
- Shared meetings and events run smoothly, and the experience gained has made them better.
- Colleagues spend their time on their policy work rather than on practical tasks.
- The role has developed on the basis of your experience, and the tasks are clearly described.
- The office is a calm and well-functioning workplace where the practical side is always in order.

Culture and values

We work with a Nordic mindset, and it shapes the way we work together at the office. Our working week is 37 hours, one hour less than the standard full-time week in Belgium, and unlike many workplaces in Brussels, you are not expected to stay until the last person has left or to be available outside normal working hours. The balance between work and private life is important to us, and we believe that colleagues who have room for a full life outside work also bring energy and surplus to their work.

The atmosphere at the office is informal and open, with a short distance between colleagues regardless of which association they belong to. Most colleagues come from the Nordic countries, and the many trainees help keep the office lively. Each association brings its own traditions and ways of working, and together they make up a Nordic workplace culture that we look forward to welcoming you into.

In the beginning, the role requires that you be physically present at the office, as much of the work is about being there for colleagues and guests. Once you have settled into the tasks, there is room for more flexibility. Fridays are usually quiet at the office, and working from home is then possible when the schedule of the day allows it.

The profile

Our wishes for the new Office Assistant

Requirement	Description
Education	No specific education is required. Your experience and approach to the tasks matter most.
Language	Fluent English and French, spoken and written.
Experience	Preferably at least three years of experience from a similar position.
Functional experience	- Experience with organising receptions and events and with responsibility for purchasing. - Practical problem solving with the overview of many parallel tasks and attention to detail.
Local knowledge	Knowledge of Brussels, including local suppliers, practical rules and requirements such as first aid, or a strong wish to get to know the city.

Desired behaviour

Dealing with change

- Sees what needs to be done before anyone asks and takes the initiative.
- Looks for simpler and smarter practical solutions and suggests improvements to routines and events on the basis of experience.
- Helps shape a newly established role and puts agreed changes into practice with attention to detail.

Dealing with tasks

- Works independently and keeps the overview of many practical tasks at once, also on days when plans change.
- Analyses practical problems quickly and finds solutions that work, including for the less glamorous tasks.
- Plans ahead for meetings and events and follows through until everything is in place.

Dealing with relations

- Is service-minded, approachable and good at small talk, and takes part in the social life of the office.
- Greets colleagues and guests and makes people feel welcome.
- Builds good relations across Nordenergi and its member associations as well as with the building management and local suppliers.

Salary and terms

We expect the new Office Assistant to start on 1 January 2027 or soon thereafter. The position is permanent, with a 37-hour working week, and you will be employed by Green Power Denmark on Belgian terms. The salary is EUR 4,000 gross per month and is indexed automatically in line with Belgian rules. In addition, you receive a 13th month salary, double holiday pay and the annual premium under the Auxiliary Joint Committee for Employees (PC 200), as well as meal vouchers, hospitalisation insurance and reimbursement of commuting by public transport.

Place of work and travel

- The office is located at Rue de la Science 14A, 7th floor, 1040 Brussels, close to Place du Luxembourg and within easy reach of the metro and other public transport.
- The role is based at the office, with more flexibility once you have settled in.

Reporting lines

- Reports to the head of Green Power Denmark's EU office, Jacob Klivager Vestergaard.
- Serves all five associations and works closely with the association holding the chairmanship.

The next step

If you match the criteria and would like to know more about the position and the workplace, you are welcome to contact Senior Advisor [Anders Hulgreen Jensen](#) on +32 455 17 34 42.

You can then upload your CV and application via the job posting before the deadline November 9th 2026.

Present at the interviews on **Thursday 12 November** at our office in Brussels, will be:

- Anders Hulgreen Jensen, Green Power Denmark
- Jacob Klivager Vestergaard, Green Power Denmark