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## Executive Administrator

### The Job

You will be supporting the Lithium Balance Site Management team in Copenhagen, Smorum with administrative tasks. The scope is very wide and requires a multi-skill competence and an extremely high level of energy. Tasks will range from:

- Support Site management team with general reporting tasks such as PPT presentations and Excel sheets which must be supplied to Management.
- Managing/Coordinating local employee events, Customer visits, Battery seminars, hotel bookings
- Administrative tasks related to on-boarding new employees; Payroll, Entry card, ensure professional tools are booked, organize introductions.
- Ensure that holiday, pensions, and employee hour registration is managed correctly and according to local regulations.
- Liaise with relevant Sensata administrative units; HR, Finance, Governance, PR etc.

### The profile

You have a high level of energy and have proven that you are able to manage many tasks simultaneously. We are looking for a structured and organized person with an eye for the details. Your professional background can either be within economy, legal, and/or HR – the most important is that you can quickly obtain new information, learn, and drive your tasks independently.

### Qualifications

- Master in BA, Legal, Organization – newly graduates will also be considered
- Relevant similar positions such as Executive PA will be an advantage
- Language skills: English/Danish at high/native level.

We are looking for a person with a creative, positive –will/can/do attitude, a good sense of humor and a very resilient nature. You will meet internal and external partners and customers (C-level to Electricians) from all over the world and thus you have a winning personality and a professional appearance.

### We offer

- A unique international environment with 65+ enthusiastic team in Smørum, close to Copenhagen.
- You will be part of Sensata Technologies; a 20.000 employee/3,5 bUSD organization, with all the benefits and professional career opportunities such an organization will offer.

To apply for the position, please send CV and an application to [lb\\_career@sensata.com](mailto:lb_career@sensata.com) If you have any questions, you are most welcome to contact Sales Director, Kasper Torpe at +45 2078 7386.