



## Executive and HR Assistant

### About the job

We are looking for an experienced Executive and HR Assistant to join our HR team in Nørre Alslev.

### Your responsibilities

- Presentations for Management Group
- Preparing paper work for Management Group meetings
- Notes from various meetings
- Translations, Danish- English
- Greeting guests at the Nørre Alslev site
- Handling legal documents
- Various reports and analysis on key HR figures
- CSR projects and administration

### Your profile

- An educational background as a bachelor from CBS or equivalent is desired but not a demand
- Super user of Microsoft Office, especially PowerPoint and Excel
- Excellent communication skills in Danish and English, verbally as well as in writing
- Experienced in project work and coordination
- High level of integrity and accurate in deliverances and on keeping deadlines
- Enjoys working both team based and individually
- Well balanced with good social skills
- You are innovative, quality-conscious and solution-oriented. You work systematically and you are curious and positive about new tasks

### We offer

Do you want to help shape the future of agriculture and make your mark on sustainable food production? We develop intelligent sprayer solutions that not only make life easier for farmers but also make a difference for the environment. This means that we try to go beyond state-of-the-art when we design machines that minimize the use of water and chemicals – machines that control weeds, pests and diseases one plant at a time. Through care, innovation, and excellence, we expect to see precision farming as the solution for the future of farming.

We have more than 900 employees worldwide. You will join an organisation, where the tone is informal, and the spirit is strong.

This job is at our head office in Nørre Alslev where you will join approx. 430 fantastic colleagues. We believe in each other, our customers and we believe in a sustainable future for agriculture.

### Application

You are welcome to contact HR Manager Mette Marie Dragsdal on tel. +45 61 93 84 00 for further information. We look forward to receiving your application and your CV. The position will be filled when the right candidate has been found. Applications are reviewed continuously. Please submit your application, which can be in Danish by mail to [hr@hardi.com](mailto:hr@hardi.com). Please enlighten us on where you saw the job advertisement.

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