

HR Coordinator

Are you passionate about people and supporting development of a growing organization? We are looking to add an experienced HR Coordinator with a proven track record within People Management to support our international organization of +100 people. The HR Coordinator will be responsible for the company's HR administration, while ensuring compliance and best practices within HR administration.

You will be based at our head office in our historic domicile at Kuglegaarden in the heart of Copenhagen and will work closely with our Legal Council and Head of Finance, while you will be reporting to our CEO.

Your main tasks & responsibilities will include

- Key sparring partner to Leadership Team and all department managers in HR-related matters.
- HR administration supported by Visma & Deel HR administration.
- Lead recruitment process activities both national and international together with hiring manager, and when applicable, liaise with external search agencies.
- Employment contracts and employee documents together with our inhouse legal counsel.
- Onboarding planning and process of new colleagues.
- Administration of pension and health insurance and dental insurance programs in collaboration with external partners.
- Keeping Employee Handbook and house rules up to date.
- Lead the Annual Performance Review process.
- Administer employee engagement surveys and workplace surveys.
- Administration of Leapsome Survey portal
- Liaise with inhouse legal counsel on ensuring compliance with GDPR.
- Responsible for overall company annual calendar.
- Support development and update of internal Intranet platform.
- Additional responsibilities may be considered in accordance with the competencies and interests of the candidate as well as the needs of the company.

Your profile

- Relevant experience in a similar role.
- Proven ability to take on responsibility and create results.
- Empathetic and a good listener.
- Driven by delivering high quality work with a keen eye for detail.
- Highly energetic, goal-oriented, no-nonsense and a "can do" mentality.
- Great communicator and structured way of working.
- Knowledge of Danish employment legislation, including the Danish Salaried Employees Act (Funktionærloven), Holiday Act (Ferie-loven), and Parental Leave Act (Barselsloven) – and the ability to apply these in daily HR operations.
- Familiarity with reimbursement rules related to sick leave, parental leave, and other types of absence, including experience with systems such as NemRefusion.
- International HR experience a benefit
- Good experience in using Microsoft Office tools.
- Ability to complete tasks on time in a busy environment with different stakeholders.
- Honest mindset and natural aversion to corporate politics.
- Native Danish and fluent in English language.

We offer

An exciting position in a dynamic, growing international design company with a great possibility for personal development, where we value initiative and proactiveness. We have a Company-paid pension and health insurance, delicious and healthy lunch, a professional and engaging work environment and a supportive and fun team culture in a flexible work environment.

Send in your CV and cover letter marked "HR Coordinator" to job@fermliving.com as soon as possible. Interviews will be held on an ongoing basis.

Start date

As soon as possible

Location

Copenhagen

Employment Type

Full-time

Application due

We review applications on an ongoing basis

Contact info

job@fermliving.com

Apply here

Life is full of contrasts. As we navigate expectations and dreams in search of meaning and comfort, we long for a balanced life with room to be ourselves. Based on a passion for authentic design and with responsibility at the heart of every choice we make, we create honest products and calm environments that inspire you to balance the contrasts in life.

We create collections of furniture, accessories and lighting, so you can create space to feel comfortably you.

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