

Front Desk Receptionist

Do you love to provide excellent service to colleagues and clients and thus having an exciting and varied everyday life? Do you enjoy being a part of a team where we value great collaboration? Then this might be the right match for you!

Your Position

There will be a variety of tasks in this position and, which will include all-round tasks within Front Desk Reception. You will play an important part in supporting colleagues and clients by ensuring that everything runs smoothly. You will work closely with our skilled colleagues in the Front Desk team of 3 colleagues. You will refer to our Facility Manager.

At Semco Maritime safety is a core value, and in this role, you will contribute to maintaining and promoting a strong safety culture while delivering innovative solutions. Above all, your work will make a real change for the global energy sector.

Your place of work will be at our Global HQ located in Esbjerg, the hub of the Danish energy industry, right on the waterfront – views do not get any better than this. The position is full-time.

Your tasks and responsibilities

An essential part of the job will be to welcome all guests at the Front Desk to make sure, they feel greeted and taken care of. The position allows for independent responsibilities within several areas. Your tasks will include but are not limited to:

- Handle incoming phone calls – national and international
- Welcome and assist guests, vendors, and service providers
- Manage incoming and outgoing mail and parcels
- Support with booking and preparation of meeting and conference rooms
- Assist with ID cards, access cards, and key administration
- Update info screens and support internal events and social activities
- Ad hoc tasks within Front Desk, Facility, and Administration

Your profile and qualifications.

You enjoy communicating with a lot of different people throughout the day, and at the same time good at keeping an overview. You are service minded and eager to ensure all tasks are done in a good way. You thrive as part of a team where you bring great energy and humor to ensure the best collaboration.

To succeed in this position, we expect that you have:

- Experience from a similar position
- Good communication skills in writing and speech both Danish and English (Danish is a prerequisite)
- Experience in Microsoft Office
- Integrity and ability to act with full discretion

Welcome to Semco Maritime

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. With us, you will join a community of over 2.500 of the most dedicated thinkers and doers in the energy industry who are driving real change and making their own personal mark on the global energy landscape.

While everyone knows *why* the energy transition is vital, we are concerned with the journey. *How* to get there. By providing the answers needed to make change real. Because we believe that global energy ambitions can only be realized through hard work and clever pragmatic solutions. This is what we do. This is what we invite you to participate in.

Safety is at the core of everything we do, and we are committed to protecting our people, partners, and the planet as we work towards a sustainable energy future.

So yes, working for us will change the energy sector – and may well change you too.

Care to join the movement?

Change. With us.