

Executive Assistant to the CEO

Deadline:

15-11-2026

Are you an Executive Assistant, motivated by balancing calendars and strategic priorities, and with a strong flair for communication? Would you like a seat at the table where we help shape the green energy transition in a safe and sustainable manner? Here is a unique opportunity for you!

Contact data:

Mikkel Stephansen

Location:

DK - Esbjerg

Your position

Our current Executive Assistant is retiring, and therefore we are now searching for a new Executive Assistant for the CEO. You will be working in close partnership with the CEO, you will help ensure the smooth execution of key priorities, initiatives, and day-to-day business activities.

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, and you can expect 30+ travel days per year.

"The unique thing about this role is the combination of trust, responsibility, and visibility. You will be involved where decisions are made, gain insight few people have access to, and play a key role in turning strategy into action."

CEO, Steen Brødbæk

Your tasks & responsibilities

As an Executive Assistant to the CEO, you will take lead and continuously optimize the CEO's calendar, balancing strategic priorities, operational needs, stakeholder commitments, travel, and sufficient preparation time.

Your tasks will include but are not limited to:

- Executive office coordination:** Maintain an effective operating rhythm for the CEO's office and support selected Executive Leadership Team meetings, leadership events, and governance activities.
- Stakeholder management:** Build trusted relationships with executives, Board representatives, owners, customers, colleagues, and external partners; manage requests with sound judgement and appropriate diplomacy.
- Meeting preparation and follow-through:** Coordinate agendas and materials, ensure the CEO is well briefed, capture decisions and actions where relevant, and drive timely follow-up.
- Communication support:** Draft, coordinate, and quality-check correspondence, presentations, briefing notes, public relations/press, and other executive materials in close cooperation with relevant functions (incl. external media consultants).
- Travel and logistics:** Plan travel and ensure that practical arrangements, briefing materials, schedules, and contingencies are managed seamlessly.
- Continuous improvement:** Simplify routines, use digital and AI-enabled tools responsibly, and identify opportunities to stop, automate, delegate, or improve administrative work.

Your profile & qualifications

We are looking for a trustworthy and positive Executive Assistant who is passionate about supporting executive leadership and helping turn strategy into action. With a proactive and well-organized approach, you enjoy building relationships across all levels of the organization and take pride in creating impact through coordination, communication, and execution.

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

- Demonstrated ability to manage complex calendars, competing priorities, confidential matters, and senior stakeholders.
- Strong business understanding and the ability to grasp context, connect issues, and distinguish critical priorities from noise.

- Preference for Danish speaker, professional fluency in English is required (corporate language is English).
- High digital fluency across Microsoft 365 and modern collaboration tools, with sound judgement in the use of AI-enabled solutions.
- Relevant administrative, commercial, communication, or business education; equivalent experience may substitute for formal qualifications.
- Experience working in an international company, across cultures and time zones.

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 2,300 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.

We know that our people are our greatest strength. We strive to build an inclusive workplace where everyone can be themselves, contribute their perspectives, and feel part of the team. We welcome applicants from all backgrounds and believe that diverse teams help us find better solutions and move the energy transition forward.

Care to join the movement?

Change. With us.