

HR Coordinator

Are you structured in everything you do and enjoy solving administrative tasks related to employees? Do you also have a service-minded nature that you know how to apply in the cooperation with colleagues across organizational levels? Then ProCon Wind Energy A/S has an exciting opportunity for you.

ProCon is a fast-growing company within the renewables industry with focus on onshore and offshore wind activities worldwide. That is why we are looking for a HR Coordinator to help us with streamlining and running our HR activities from the office in Aalborg.

The job

As HR Coordinator you will get a central position in the organization in Denmark, where you will be coordinating and solving various administrative tasks related to our employees. You will hold a wide variety of tasks, in which it is essential that you maintain the overall overview. It will be your responsibility to ensure that all of ProCon Wind Energy's everyday administrative HR tasks and processes run smoothly as well as ensuring continuous support of our managers across ProCon Wind Energy's organization.

More specifically your tasks among others include:

- Acting as superuser and supporting our managers in the usage of our HR system.
- Clarification of recruitment needs of candidates together with your manager.
- Preparation of job advertisements and searching for candidates worldwide.
- Managing all administrative tasks related to on- and offboarding of colleagues.
- Applying for visas and work permits.
- Ensuring and maintaining overview and coordination of employee anniversaries, round birthdays etc.
- Internal communication in cooperation with marketing coordinator.
- General HR activities for blue collars and white collars such as Employee Handbooks, appraisal conversations, ProCon Academy, courses etc.

You will refer to the Head of HR, Legal, QHSE & Sustainability, Carina Holst Kristensen.

Expectations to your qualifications

- As a person you are welcoming, competent, and helpful.
- Relevant background and/or degree is an advantage.
- Strong time-management and organizational skills.
- Self-driven, structured, proactive, and humorous.
- We expect you to speak and write fluently in English (this will be tested).
- Insights to the Danish maternity/paternity benefits and Holiday Act is considered an advantage.

- We primarily work with the HR System "Sympa" and Microsoft 365, so if you have experience in these IT-systems, it is an advantage – but it is not a requirement.

What can you expect from ProCon?

As an employee of ProCon, we invite you into an ambitious and fast-growing international company within the renewables industry, where sustainability, community and informal humor are valued highly. We offer our employees an attractive work environment and good balance in life by being a flexible company.

Being decent, best, flexible and streamlined are our core values and are imbedded in our DNA, and these are important at all stages of our work. If you agree with this, we see great potential for having you in our team.

Do we have your attention?

We look forward to hearing from you

If you have any questions about the position, you are welcome to contact Head of HR, Legal, QHSE & Sustainability – Carina Holst Kristensen via phone +45 2826 4149.

Otherwise, send your CV and application to HR@procon.as, subject "HR Coordinator" as soon as possible and no later **than 7 February 2023**.

We will consider applications regularly and will take the job advertisement offline when the right candidate is found.

Workplace: Aalborg

Start date: As soon as possible

We recommend all qualified people regardless of gender, age, religion, and ethnic background to apply for the job.

About us

Our company provides custom-built electrical and technical solutions to the global wind industry where we are well experienced in designing, engineering, installing, commissioning, and servicing electrical systems, components and interfaces. Thus, our wind solutions cover projects in relation to Transition Pieces, Jackets, SIPs, Substations, Wind Turbines and Secondary Steel packages.

You can learn more about us at visiting our website www.procon.as.