Junior Receptionist for Urban Partners, Copenhagen

Fixed-term position until August 2028

We are looking for a positive and service-minded Junior Receptionist to join our Office Services team in Copenhagen.

You will be part of our international Office Services team and work from our office in Nordhavn. Your role is to help create a welcoming and well-functioning workplace for our employees and guests.

The position

As a Junior Receptionist, you will help ensure that our reception, office and meeting centre run smoothly. This is a varied and hands-on role where you will combine daily routines with practical requests and ad hoc tasks.

You will work closely with the rest of the Office Services team and should enjoy helping others, taking initiative and noticing what needs to be done.

Your main responsibilities include:

- Preparing meeting rooms and coordinating meeting centre bookings, catering and practical setup
- Carrying out daily office rounds to ensure meeting rooms, kitchens, printer areas and common spaces are tidy, presentable and well stocked
- Restocking and ordering food & beverages, office supplies and other consumables
- Providing practical day-to-day support to employees, including printing, binding and ad hoc requests
- Handling mail, packages, courier services, incoming calls and the reception inbox
- Supporting employee events and social activities
- Assisting with onboarding and offboarding activities
- Keeping reception information and procedures up to date and supporting the Office Services team with other practical and administrative tasks

Qualifications

For this role, your attitude and approach are more important than having many years of experience.

We imagine that you:

- Are positive, approachable and service-minded
- Are practical, organised and have a good eye for detail
- Take initiative and responsibility and enjoy getting things done
- Are comfortable with both daily routines and unexpected requests
- Can work independently while enjoying being part of a team
- Are fluent in Danish and comfortable communicating in English

Join us

This is a full-time, fixed-term position ideally from December 2026 until August 2028, with working hours scheduled between 7:50 and 17:00, Monday to Friday.

If this sounds like you, we would love to hear from you.

Please submit your CV and application using the apply link below **no later than November 15**. Applications will be reviewed on an ongoing basis.

For further information about the position, please contact our Office and Facilities Manager, Iben, at ibla@urban.partners / +45 31 41 20 53 or our Recruitment Partner, Sarah at samey@urban.partners.