

Bird & Bird

HR Coordinator



Are you known for your strong skills at administration, HR and coordination? We are looking for a HR Coordinator to support our expanding international organisation!

Your Responsibilities

As our new HR Coordinator, you have a broad range of tasks within the entire employee lifecycle. Your primary responsibility will be to handle the administration and coordination of HR tasks. You will be based in Copenhagen, as part of the administration team.

Your responsibilities will include but not limited to:

- HR administration.
- Updating processes and policies.
- Super user in the HR systems.
- Recruitment support and administration.
- Support employer branding initiatives.
- Monthly preparing of salaries and benefits.

The Candidate

The key for you to succeed is your strong skills at administration and coordination. You are a natural talent to keep track of administrative processes with a great can-do and service-minded attitude.

You have gained these skills by working hands-on with at least some of the tasks mentioned for minimum five years from a similar role before. Furthermore, you have completed a bachelor in Human Resources and have excellent language skills in Danish and English. If you have previous experience from a law firm, this is beneficial.

As a person, you are structured and driven by goals, successful co-operation, and good results. This provides the successful candidate an opportunity to join a business where you will be given exposure to all aspects of the administrative HR assignments.

About Bird & Bird

Bird & Bird is an international leading law firm with more than 2,200 employees in 28 offices around the world. In Denmark, we are currently 50 employees with an ambition to grow. You will get professional challenges, as well as skilled and inspiring colleagues who like to share their knowledge and experience.

Our working environment is informal and we value collaboration and knowledge sharing, which is reflected in our organisational structure. We strive to be innovative and welcome new ideas.

You will receive a number of fringe benefits; such as company lunch programme, massage scheme, in-house fitness and social and sporting initiatives.

Join the team!

If you have the required skills and experience as outlined above, we encourage you to [apply with your resume and cover letter before 31 July 2018](#).

For further information, please visit www.twobirds.com or contact COO Nathalie Blicher Danielsen on nathalie.danielsen@twobirds.com.

We look forward to receiving your application.

twobirds.com

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Bird & Bird is an international law firm, with a rare and invaluable grasp of strategic commercial issues. We combine exceptional legal expertise with deep industry knowledge and refreshingly creative thinking, to help clients achieve their commercial goals. Learn more about Bird & Bird at www.twobirds.com.