



**THIRST  
FOR  
GREAT**  
Great people  
Great brands  
Great moments

## Carlsberg Group Treasury

### PA/ Team assistant to Group Treasury

We are looking for a positive, highly motivated and experienced assistant with a good energy level and excellent skills within coordination and support. The assistant will act as PA to the head of Group Treasury as well as support the Group Treasury Team.

About Group Treasury:

Group Treasury is responsible for funding, cash management and financial risk management in the Carlsberg Group. Our responsibility is globally, wherever Carlsberg is, and we work with partners internally and externally all around the world. Including our new Team Assistant we are 11 people: 9 in Copenhagen, 1 in Hong Kong and 1 in Switzerland.

Main tasks:

Personal assistant to the head of Treasury:

- Calendar and phone management, arranging and scheduling meetings
- Travel planning and booking, travel expenses reporting
- Ad hoc support on misc. tasks & projects

General administration and support:

- Help preparing various presentations; Design, layout, structure
- Preparing and maintaining internal web based communication (SharePoint etc.)
- Project management support; budget, follow up on timelines etc.
- Be part of building and maintaining a strong and winning team culture e.g. by arranging team meetings, away days etc.
- SAP: Process invoices, absence registration
- Assist with budgets and estimates and follow up
- General support to the Treasury Team
- General administration and office management
- Floor maintenance (supplies for kitchen and printer, etc.) and ad hoc support

You are / have:

- Excellent organizational and administrative skills
- Excellent skills in communication and presentations
- Relevant experience - preferably from within an international environment
- Fluent in English and Danish
- Good IT skills and an experienced user of all the MS Office programs, especially Power Point and - preferably - SAP
- Pro-active, You do follow-up work as well as being pro-active
- An excellent team player, but - at the same time - able to use your own initiative and work independently
- Able to work under pressure and sometimes to tight deadlines, whilst maintaining a positive attitude and without losing your eye for details
- Able to keep the overview and carry out multiple tasks simultaneously, but also able to prioritize when necessary
- A motivated and committed professional with a positive attitude

#### About Carlsberg Group

Carlsberg Group is united by the "thirst for great" - a shared passion to continuously raise the bar and do better. Carlsberg Group is the world's fourth largest brewery group. The Group employs 41,000 people and is characterized by a high degree of diversity of brands, markets, and cultures. The Carlsberg Group strategy embraces the three regions in which we have chosen to compete: Western Europe, Eastern Europe and Asia. Against this background, the Group has defined its ambition: to be the fastest growing global beer company - measured in terms of average organic growth in net sales and growth in operating profit over a three year period. . *Find out more at [www.carlsberggroup.com](http://www.carlsberggroup.com).*

**Apply for the position:**

If you are interested in this opportunity, please apply via below hyperlink no later than 25 March 2013. In case you have any questions regarding the position, please contact VP Group Treasury Lars Cordi at 33 27 14 27.

<b>Application deadline:</b>	25 March 2013
<b>Working hours:</b>	Full-time
<b>Working days:</b>	Day
<b>Location:</b>	Copenhagen
<b>Home page:</b>	<a href="http://www.carlsberggroup.com">http://www.carlsberggroup.com</a>

[Send application](#)

