

BUREAU RUNNER

Do you want to get an insight to the fun and busy agency life in the middle of Kødbyen? We are looking for an office runner to help making sure that everything is running as it should (pun intended). The office is like our second home and it'll be your job to make sure it feels like it. You naturally become a part of the social life at the agency so humour and an outgoing personality is a benefit. The job is part-time with 20 hours throughout the week (monday-friday).

Your profile

You are interested in seeing how a Community Marketing agency works and how the roles and the tasks are distributed. You might have a dream about working in the media and communication industry, or maybe you just have a gap year between studies that you want to spend in a creative and fun industry. You are used to taking responsibility and have an eye for detail. You are independent and always perceive the glass to be half full.

Responsibilities at the office

- Making sure we are fueled during the day by prepping breakfast and lunch
- Being everyone's favorite by keeping the snack supply stocked
- General maintenance around the office
- Run errands - sometimes it's groceries, sometimes it's for a client project

Experience and qualifications

We expect you to be structured in your way of working, and in general manage every assignment with a professional approach. However, we don't expect you to have years of experience, but we clearly expect you to be happy and a nice person to hang out with.

There is a lot that we would like to tell you about ourselves, but we prefer to tell you over a cup of coffee. Feel free to visit our website www.veryagency.com or find us on Facebook, Instagram and LinkedIn.

So what now, if you think there's a match between you and us?
Well, hurry up and apply for the job

The application deadline is set for the 14 th of August 2017.

Send the application to job@veryagency.com

We're looking forward to be hearing from you!

