

Executive Support Assistant

JOIN PAYCHEX EUROPE

At Paychex Europe, we simplify payroll, HR and workforce management for businesses across Europe. We believe great results come from people who take ownership, share knowledge, challenge the status quo and treat colleagues and customers with honesty and respect. These behaviors shape our culture and reflect the values we live by: Integrity, Respect, Partnership, Curiosity, Accountability and Service.

When you join our team, you can make a mark by helping us deliver solutions that make work easier for businesses and their employees.

Executive Support Assistant

This role combines trusted executive support with hands-on office coordination, ensuring that senior leaders stay organized and the day-to-day in our Østerbro office runs smoothly.

What you will do

- Support selected members of our Executive Leadership Team (ELT) by independently managing complex calendars, priorities and meeting schedules. You will coordinate meetings and schedule cadences, resolve conflicts and ensure time is used effectively.
- Handle sensitive and confidential information with discretion and integrity, as part of supporting our senior leadership.
- Anticipate needs proactively, stay one step ahead and take ownership of follow-up tasks through to completion.
- Take ownership of the day-to-day practical matters and coordination of our Østerbro office, ensuring a professional and well-functioning office environment.
- Work autonomously while being part of and reporting into the Executive Office located in Allerød.
- Planning and coordinating corporate events, as well as organising other events.
- Communicate confidently and professionally with stakeholders at all levels, with strong written and verbal English skills.

What will help you succeed

We encourage you to apply even if you don't tick every single box. The following experience and skills will help you succeed in this role:

- Experience as a Personal Assistant, Executive Coordinator or in a similar administrative coordination role.
- Experience supporting senior leaders and managing complex calendars.
- Strong coordination skills, sound judgement and a practical, hands-on mindset.
- A high level of discretion and integrity when handling confidential information.
- The ability to work independently, manage competing priorities and take ownership without requiring detailed day-to-day direction.
- Strong written and verbal English skills.

What we offer

- An exciting opportunity to work closely with senior leadership, enabling ELT members to focus on strategic priorities.
- A team culture built on trust.
- A positive, inspiring work environment with opportunities to develop and grow.
- Flat hierarchies with plenty of autonomy and ownership.
- The opportunity to shape Paychex's future and make a real impact
- A culture where our values guide the way we work every day.

We value different perspectives and believe diverse teams make better decisions. If this

role interests you and you can see yourself contributing to our team, we encourage you to apply!

For questions about the role, please do not hesitate to contact **Vibeke Gercke** at **vg@paychex.eu**. Applications are reviewed continuously, and we look forward to meeting candidates who are excited about this opportunity. The role is based at our Østerbro office, with occasional workdays at our Allerød office.

Respect and partnership are at the heart of how we work together. We welcome applications from all qualified individuals, regardless of age, gender identity, ethnicity, sexual orientation, disability, religion or background. At Paychex Europe, we strive to create an inclusive environment where everyone can contribute and thrive. Our hiring decisions are based on skills, experience and potential.