

# All Round Office Assistant

## All Round Office Assistant for our office in Allerød

Are you looking for a varied workday filled with different tasks and contact with many people? Do you want to be part of an international IT company that values its employees? Then this might be the job for you.

## About Paychex Europe and the position

At Paychex Europe, we are looking for a dedicated All Round Office Assistant for our headquarters in Allerød.

We develop innovative and user-friendly solutions within HR, payroll, time registration, and workforce management. As a growth-oriented company, our ambition is to be the best alternative for small and medium-sized organizations across Europe.

## Your responsibilities will include, among others:

- Practical office tasks and daily routine support
- Handling ad hoc tasks related to meetings and events
- Printing and preparing materials for internal training activities
- General administrative support at the office

As we are growing, your responsibilities may evolve over time, depending on your skills and interests.

## Qualifications

We are looking for someone who:

- Has completed upper secondary school and would like a part-time job alongside studies or similar
- Is independent, proactive, and able to work in a structured way
- Is flexible in relation to tasks, as they will be very diverse. In return, you will be given a high level of responsibility, allowing you to influence your own workday
- Enjoys building good relationships across the organization and contributes to a positive work environment
- Has good English skills, both written and spoken

## The Position

The position is approx. 20 hours per week, with flexibility regarding working hours – some weeks may have more hours depending on tasks.

The work is best organized if you are able to be present at the office in Allerød 5 days a week – or at a minimum 4 days a week.

## Why choose Paychex Europe?

With us, you become part of a strong community with skilled colleagues and a motivating culture. We have modern and bright offices in Denmark (Østerbro, Allerød, and Vejle) as well as in Germany (Hamburg, Rostock, and Berlin). We work closely across borders and emphasize knowledge sharing and collaboration.

## Interested?

If you are curious or have questions to this position please do not hesitate to contact Vibeke Gercke Malmndorf, Executive Assistant & Facility Manager via the email [yq@lessor.dk](mailto:yq@lessor.dk).

We review applications and conduct interviews on an ongoing basis — so we encourage you to apply as soon as possible

We are looking forward to hearing from you soon!