

# BUSINESS ADMINISTRATION STUDENT WORKER AT ARCHIVAL STUDIES

Archival Studies is seeking a motivated Student Worker to support our team with business administration tasks. This role is an excellent opportunity for a student, who is organized, detail-oriented, and interested in gaining hands-on experience in a dynamic and creative environment. You will contribute to the smooth operation of our international and interdisciplinary studio by providing administrative, organizational, and operational support.

Your responsibilities will encompass a wide range of tasks, including:

- Performing basic bookkeeping or financial tasks.
- Helping maintain and organize office resources and supplies.
- Helping coordinate HR events like MUS samtaler.
- Assisting in preparing reports, presentations, and visual materials.
- Assisting with general administrative tasks.

We are seeking candidates who possess the following qualifications and skills:

- Strong organizational skills with close attention to detail.
- Proficiency in Excel and Google Spreadsheet.
- Experience with E-conomic and Visma DataLøn is a plus.
- Ability to manage multiple tasks and prioritize in a fast-paced environment.
- A proactive attitude and willingness to take on new challenges.
- Proficiency in English and Danish is required.
- Currently enrolled in a university program, preferably in business administration, management, or a related field.

What we offer:

- A flexible work schedule of 10-12 hours per week that fits your academic commitments.
- A creative and interdisciplinary environment with architects, designers, and joiners.
- Hands-on experience in business administration in the architecture and design industry.
- A keen eye for aesthetic detail and innovative design solutions.

If you are a motivated individual with the described background and an affinity for architecture and design, we would love to hear from you! To apply, please send your resume and cover letter in English to [job@archivalstudies.net](mailto:job@archivalstudies.net).

Archival Studies is an equal opportunity employer and we value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status.

EMPLOYMENT TYPE: Part-time, 10-12 hours weekly

WHEN: From Januray 2025

LOCATION: Valby, Copenhagen, DK

