

# JOIN A LEADING PRIVATE EQUITY FIRM



# TUBORG

## VIA EQUITY IS LOOKING FOR AN OFFICE MANAGER / EXECUTIVE ASSISTANT TO JOIN OUR TEAM IN COPENHAGEN

### ROLE

VIA equity is looking for a proactive and service-oriented individual that is passionate about business support, office operations and fostering a positive workplace culture. We offer a highly professional and supportive environment that values work-life balance.

As an Office Manager / Executive Assistant you will be an integral part of VIA, assisting our team in performing at their best while ensuring efficient office operations and promoting a healthy workplace environment. In sum, you will be central to the effective functioning of our offices in Hellerup.

In particular, your responsibilities will include:

- Provide executive support to the Managing Partner and team members when relevant. This includes optimizing dynamic calendars, travel and priorities.
- Oversee office operations, facility management and management of vendors.
- Planning and executing the annual wheel activities including HR activities, team events and gatherings, for instance our Annual Investor Meetings, Christmas party, company trip etc.

For the right individual, there will be possibilities to take ownership of a variety of other tasks including external communication, internal onboarding etc.

### PROFILE

Relevant candidates are proactive, highly motivated, and service-minded, and is passionate about business support office operations.

The ideal candidate has the ability to work independently as well as being collaborative and appreciates an informal working environment. Working languages are Scandinavian and English, hence having business level proficiency in either Danish, Swedish Norwegian and English is mandatory. Being proficient with applying IT tools in daily tasks is an advantage.

Furthermore, the ideal candidate has previous experience as an office manager, executive assistant or similar. Prior experience within commercial communication is valued, but not a requirement. Formal education within any of the previously mentioned fields will also be highly regarded.

### GENERAL INFORMATION & PROCESS

- Expected start: 1. September 2024 (flexible)
- Competitive remuneration package

Please forward your CV and cover letter to [mat@viaequity.com](mailto:mat@viaequity.com) by July 15<sup>th</sup>, 2024. Applications will be assessed on an ongoing basis.

For further specific information please contact Magnus Torkveen at +45 28 83 38 54.

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### ABOUT VIA EQUITY

With offices in Hellerup and Munich, VIA equity is a leading Northern European private equity firm that invests in software and IT-service companies. VIA focus on buyouts of profitable small to mid-sized companies in the Nordics and DACH region. VIA equity has a history of excellent returns and is currently ranked as the world's 3<sup>rd</sup> best-performing small cap PE firm, according to the latest HEC Paris-Dow Jones Buyout Performance Ranking. In 2023, VIA established its 5<sup>th</sup> fund, an Article 8 fund dedicated to promoting social characteristics. VIA equity's investment team currently consists of 16 investment professionals from four countries, located in two offices, overseeing a portfolio of 14 companies.