

COMMUNICATION & E-LEARNING SUPPORTER FOR AVK HOLDING A/S

We are looking for a hands-on communications all-rounder, who will be able to support on activities in our Corporate Communication and Learning department in AVK Holding.

Your main responsibilities

You will work with a wide range of communication tasks and will be responsible for coordinating communication and learning activities. Editing and writing company materials will also play a major role in your duties.

You will be part of a small team of four employees, and you and your colleagues solve a variety of cross-disciplinary tasks. The tasks are broad and many, and your competencies and interests will shape your job.

We expect you to work with your tasks in a structured manner and be a strong collaborator on different levels of the organisation. We are a workplace with a high degree of trust and freedom in solving tasks, and it is therefore important that you can independently organise and perform your tasks.

Your primary tasks

- Support in the execution of communications and e-learning strategies.
- Offer support to projects and in-house teams.
- Create and edit communications copy (e.g., press releases and publications).
- Help in researching, writing, and editing content for intranet and internal newsletters.
- Create and edit internal training and e-learning materials.
- Offer support to our organisation on our e-learning platform and our intranet.
- Plan and support in connection with in-house events.
- Support on ad hoc tasks in the department.

Your qualifications

The ideal candidate should be able to manage projects, as well as support internal communication and e-learning initiatives. You should be an excellent communicator with strong attention to detail. As a copywriter, you will act as a linguistic beacon, which is why you must master English at a very high level in both speech and writing.

- Preferably previous experience as a Communications Assistant, Communication specialist, E-learning Assistant, or similar role.

- BSc/BA in Languages, Communications, Marketing, or a related field.
- Conversant with Microsoft 365 and SharePoint.
- Working knowledge of design software (e.g., Photoshop, InDesign) is a plus.
- Experience with e-learning and knowledge of e-learning software is a plus.
- Strong editing and researching skills.
- Outstanding communication (oral and written) skills in Danish and English.
- Strong organisation skills and detail-oriented.
- Can work independently with many types of tasks.
- Good interpersonal skills and a calm mind even in a busy everyday life.
- You enjoy working in an international environment.

Your workplace

AVK Holding has departments in Galten and Skovby as well as abroad in Malaysia, Poland and China, from where we support our companies around the world.

What to expect:

- An exciting job in a global environment characterised by growth, innovation and change.
- Ample opportunity for both personal and professional development.
- An unpretentious working environment.

Additional information

You will be located in the AVK Group's headquarter in Galten, and the position is full-time job. International travel days are not expected – although this is a possibility.

If you have any questions about the position, feel free to reach out to Group Corporate Communication and Learning Director, Pernille Kjær, +45 8754 2228.

Please send your CV and application in english, documentation of relevant education and preferably with recommendations from the previous place of employment to pkj@avk.dk as soon as possible.

The position is to be filled from 1st January 2023 or soon thereafter.



About AVK

AVK's core business area is the development and production of valves, hydrants and accessories.

Our products are part of vital infrastructure for clean drinking water, safe distribution of natural gas, efficient wastewater management from households and industry, and not least fire protection.

The AVK Group is family-owned and has headquarters in Galten between Aarhus and Silkeborg.

With a turnover of DKK 6,4 billion in 2021, more than 4,500 employees and 100+ production and sales companies worldwide, AVK is a very significant player in our industry.

Sustainability has always been part of AVK's DNA. We contribute to a responsible and sustainable development.

Quality, continuity and close relationships form the basis of our goal of being our customers' preferred choice.

www.avkvalves.com



AVK HOLDING A/S

