



Student Assistant for International Team

Do you consider yourself a master in written and spoken English, and do you want to use your communication skills alongside your studies? Then you may be our new colleague!

The job

Your primary task will be to collect data for our consultancy services through semi-structured interviews that are conducted in a business-to-business context. Furthermore, you will also handle various communication tasks, including proofreading of external communication, social media updates and website posts.

Your tasks will mainly be to:

- Conduct telephone interviews with respondents across Europe, with a main focus on respondents from the UK
- Arrange meetings and assist in preparing meeting material for our consultants
- Conduct quality assurance to ensure that the collected data is in line with our high standards
- Proofread English written documents and assist our Administration Manager with the communication for our website and LinkedIn profile

Professional and personal profile

- You are studying at a higher education institution
- You are fluent in spoken and written English. It is an advantage if English is your mother tongue or if you are bilingual in English and Danish, but it is not a requirement
- You have a natural flair for the English language, and you have overall knowledge of the underlying grammar
- You have an intercultural mindset and are able to communicate across cultures and borders
- You are able to build trust, a rapport and make people feel valued—especially over the phone
- You have excellent collaboration skills, are systematic in your way of working and show a strong sense of responsibility
- You have a strong drive, show initiative and have an outgoing personality

Kirstein A/S offers

As a student assistant at Kirstein, you will be an important part of our team. We value teamwork highly and have a strong focus on the development of our employees, both professionally and personally. You will become part of a very ambitious and dynamic workplace that has an open and informal tone as well as a positive and lively social environment.

Your working hours will be approx. 15 hours per week, and they can be scheduled in accordance with your studies. We are flexible as long as the working hours lie within normal office hours, but we also expect flexibility on your part in connection with deadlines. If you have any questions about the position, you are welcome to contact Head of Market Research Sarah Henriksen on +45 33 18 99 69 or per e-mail: s.henriksen@kirstein.as.

Please send us an application where you describe your motivation and qualifications for the job as well as attach your CV and grade transcript from your study programme at s.henriksen@kirstein.as no later than 20 June 2021. We are looking to find the right candidate as soon as possible, and for this reason, we will be carrying out interviews on an ongoing basis.

Kirstein A/S is the leading consulting firm for asset managers in the Nordic region. We act as a strategic and operational sounding board for asset managers and advise them on strategy, product positioning and business development. For more than a quarter of century we have provided consulting services for large Danish and international clients.

KIRSTEIN