Service and Administration Assistant

Help keep our workplace running smoothly

Are you a practical, service-minded person who enjoys helping others and creating structure in a busy work environment?

At Sejet Plant Breeding, we are looking for a Service and Administration Assistant to support the daily operations across our company. This is a varied role ranging from daily routine tasks to arising needs, where you will ensure that colleagues and visitors experience a professional, welcoming, and well-organised workplace.

If you enjoy taking responsibility, working independently, and making things happen, this could be the perfect role for you.

Your Responsibilities

You will work across different parts of the company and be responsible for coordinating and performing a variety of practical tasks.

Your responsibilities will include:

- Maintaining tidy and welcoming common areas and kitchen facilities
- Acting as the main contact person for our external cleaning provider
- Ordering supplies needed for our daily operations, including lunch arrangements, general office and kitchen supplies, and employee gifts
- Preparing facilities for seasonal employees, including on-site residents
- Setting up meeting rooms and arranging refreshments before, during, and after visits
- Assisting with the planning and coordination of internal and external events

About You

We are open to candidates from diverse backgrounds. You may have experience in administration, reception, office support, facility services, catering, hospitality, retail, or alternative customer service roles.

What matters most is that you:

- Enjoy helping others and providing excellent service
- Can work independently, taking fullresponsibility for your tasks
- Are comfortable with both routine work and individual assignments
- Have a practical mindset and enjoy a hands-on working environment

To summarise, you are the type of person who can coordinate with suppliers, prepare a meeting room, order lunch, and help with practical tasks whenever necessary.

We Offer

We offer a varied and meaningful role in a company where your contribution is highly visible and valued throughout the organisation. The position includes close collaboration with colleagues across different departments, a high level of responsibility, and with the opportunity to influence how tasks are carried out.

You do not need to speak fluent Danish, but we expect that you can understand Danish or are currently learning the language.

Practical Information

Location: Sejet Plant Breeding, Horsens

Working Hours: 25-37 hours per week

Starting Date: 1 February 2027

Application Deadline: 22 November 2026

Please note that interviews will be held on an ongoing basis, and the job advertisement may be removed once the right candidate has been found.

Questions?

If you have any questions about the position, please contact Margrit Holst at mho@sejet.dk.

Apply

Please send your application and CV by email to mho@sejet.dk.

About Sejet Plant Breeding

Sejet Plant Breeding is a modern plant breeding company dedicated to developing improved crop varieties for agriculture. Our activities include plant breeding, laboratory work, greenhouse production, and field trials.

We employ people from a wide range of professional backgrounds and are proud of our collaborative and supportive culture. We work closely together across the organisation, and your role will be important in ensuring that both colleagues and visitors have a positive experience every day.