



JULY 2018

ADM2018

## RECRUITMENT NOTICE

### **Role: Company Administrator / Bookkeeper**

We are an international space launch company seeking a part-time company administrator / bookkeeper based in Hvidovre, Copenhagen.

We are looking for a multi-lingual person with good book-keeping skills, and knowledge of general company administration e.g. corporate tax filings. You should speak good English and Danish, and other languages such as Spanish or German may be an advantage.

Your work experience may include:-

- Book-keeping, including processing invoices and receipts
- Accounting / financial reporting
- Managing office / factory facilities
- Managing company payroll / personnel tax matters

Your tasks will include almost anything required to assist the C-level management with maintaining the administration and running of the Danish business day-to-day, including international coordination with our mother and sister companies, invoice / payment processing, corporate filings, licenses and permission, and general company administrative paperwork relating to security, facilities, power, telecoms etc.

You may also be asked to assist with liaison activities with local authorities, including organizing liaison visits.

The role may well suit a person who is only able to work part of the week or part of each day of the week, or who is semi-retired and seeking a part-time occupation.

The ideal candidate will have a mature personality, with a calm and personable nature.

For the right candidates we offer a benefits package that includes the opportunity to earn an equity stake in the company.

You may be required to undergo security screening.

#### **How to apply**

Please send your CV to [recruitment@orbex.space](mailto:recruitment@orbex.space) noting "ADM2018" in your message title.