

Front of House & Admin Assistant to our Norwegian office

Are you someone who always has a smile on your face, loves meeting new people, and thrives at the heart of a dynamic workplace? Do you enjoy keeping things organized and ensuring everything runs smoothly behind the scenes? Then YOU are exactly who we're looking for!

Your New Adventure:

As the face of our reception at our Norwegian office, you play a key role in creating a warm and welcoming atmosphere for our guests. From the moment they step through the door or log into a digital event, you will be there to assist them, register their arrival, and ensure a seamless experience.

In addition to your front-of-house responsibilities, you will also provide crucial administrative support, helping coordinate courses, assisting in virtual events, and managing important documents. Your role is essential in ensuring both our in-person and online events run smoothly and efficiently.

Your Primary Responsibilities:

- Welcoming members and guests, both in person and online.
- Registering attendees for events and coordinating course logistics.
- Preparing and organizing materials, name tags, and other event necessities.
- Assisting as a Zoom event facilitator and ensuring smooth virtual experiences.
- Handling member inquiries via email and phone.
- Printing and managing diverse documents for courses and internal use.
- Updating and maintaining our systems (Planorama, WebCRM).
- Assisting with various administrative and ad hoc tasks.
- Daily contact with the development and operations team in Denmark.

Are You Our New Star?

We're looking for someone with an energetic mix of skills and personality! Could that be you?

- Your smile is contagious, and your positive attitude makes guests feel at home.
- You have a keen eye for detail and keep everything organized with a structured approach.
- You thrive in a fast-paced environment and stay calm under pressure.
- You are precise and efficient, especially when it comes to meeting deadlines.
- You are reliable and take pride in delivering excellent service.
- You speak and write fluently in Norwegian or any Scandinavian language - English skills are a plus but not required.
- You can work and take decisions independently to run the operation as smooth as possible from Norway.

What's in It for You?

You'll be part of a dynamic and energetic team where your creativity is valued, and you'll have the space to grow.

- A role in a growing company on an exciting and ambitious journey – and we have fun along the way. It's part of our DNA.
- Thorough onboarding and close sparring with experienced colleagues
- A dynamic and international working environment.
- Amazing colleagues, a supportive leadership team, and the opportunity to build lifelong connections.
- Social events and team activities.
- And most importantly – we love celebrating each other and our many successes at JUC!

Ready to Join the Team?

This is a position of up to 30 hours per week.

The expected start date is 1st of April 2026.

If you have questions, please don't hesitate to contact our Guest Relations & Hospitality Coordinator: Vasiliki Papadatou Kontou on vpk@juc.no.

Don't wait – send us your application and CV today! We can't wait to meet you!

This position is based at our Norwegian office

