

Facilities & Canteen Assistant

Deadline:
31-05-2026

Contact person:
Christine Melbye Carstensen

Location:
CPH / Smakkedalen, 6, 2820,
Gentofte

Facilities & Canteen Assistant

At our Copenhagen office, we're looking for a service-minded Facilities & Canteen Assistant, who will play a key role in creating a pleasant office experience for both colleagues and guests.

You will be an important part of our "backbone": keeping our facilities tidy, supporting our canteen, and helping with light reception tasks when needed. You enjoy practical tasks and being the one who keeps everything running smoothly behind the scenes. No task is too small if it helps the team and the office run well.

As Facilities & Canteen Assistant, you will:

- Handle daily cleaning of toilets and general cleaning of shared areas (kitchen, meeting rooms, lounge areas, etc.)
- Support our canteen, primarily around lunch service (set-up, clearing and dishwashing)
- Set up and clear meeting rooms, including coffee/tea, water, snacks and light catering when required
- Keep an eye on inventory (kitchen supplies, cleaning products, snacks and beverages) and help place orders in good time
- Refill and organise fridges and storage areas so everything is presentable and easy to find
- Assist with light reception tasks, such as handling deliveries and supporting colleagues with ad-hoc practical requests
- Contribute with "a bit of everything" in the office whenever an extra pair of hands is needed

Your closest colleagues will be the Front Office team – Wa, Andrea and Ditte – who work in the canteen, reception and office management. During holidays and sickness, you will take over responsibility for the canteen and lunch service.

Who we're looking for

You are a strong team player who takes pride in doing a good job – also when the tasks are small, routine or behind the scenes. You like to be active during the day and get energy from helping others.

You likely:

- Have experience from a canteen, café, cleaning or front office/assistant role – or a similar service-oriented job
- Are thorough and structured in your approach to cleaning, hygiene and order
- Enjoy variety in your tasks and can switch between the canteen, cleaning and small reception duties during the day
- Take responsibility and spot what needs to be done without always being told
- Have a positive, flexible attitude: you are happy to help where it is needed most
- Are comfortable in an international office environment and can communicate in English (and preferably also in Danish)

We believe the right candidate brings not only reliability and attention to detail, but also contributes positively to our culture, one built on strong teamwork and a welcoming, social atmosphere. If your experience does not match every single bullet but you recognise yourself in the description, we would still like to hear from you. It is in principle a full-time position, but we may also be open to part-time.

What you might love about us

Ultrabulk is big enough to matter and small enough for one person to make a visible difference. With more than 30 nationalities across 10 locations, you will step into a genuinely international, informal and social environment: the kind where people enjoy working together, not just working next to each other.

In Ultrabulk, we are convinced that an optimal working environment requires an exceptional social atmosphere across all departments – including the canteen and front office. We believe that work should be fun and rewarding on a personal level. Our mission to be "a partner you can trust" shines through in our way of being colleagues: by caring for one another and, in unison, doing our utmost to reach our goals for the business. We believe that flexibility is fundamental in ensuring a balanced life.

Ready to set sail with us?

We would like you to start as soon as possible. If you are curious about the role but not 100% sure, you are welcome to reach out to Christine Melbye Carstensen, Head of HR at +4522444095.

If you are ready to apply, please submit your CV and application via the "Apply" button as soon as possible. We review applications continuously and interview on an ongoing basis, and we will close

the position once we have found the right match. Only applications uploaded digitally will be considered; we do not accept applications sent via e-mail. Your application will be treated with confidentiality, and our reply will be sent to the e-mail address you register in our system. We are committed to providing an inclusive and supportive recruitment experience for all candidates. If you have any specific needs, please let us know how we can assist.