

About the Role

We are looking for an administrative coordinator who enjoys making things work. This is a role for someone who appreciates structure, likes to stay organized, and takes pride in supporting others in their daily work.

You will work close to the core of the business and become a natural part of the team. This is not a side role – it is a position for someone who wants to be involved, take responsibility, and contribute where needed.

About the Position

The role is broad and hands-on, with many points of contact. You will help keep the administration together and ensure that information, bookings, and documentation are in place and up to date.

You will work closely with management and colleagues, while also maintaining regular contact with suppliers, partners, and authorities. As the company operates internationally, English is used regularly in daily communication.

This position offers a high level of responsibility and suits someone who enjoys working independently while still being part of a collaborative environment.

Your responsibilities may include:

- Coordinating and following up on administrative tasks
- Booking travel, accommodation, and transportation
- Managing agreements, documentation, and administrative records
- Collecting and compiling timesheets and supporting documentation
- Communicating with suppliers, partners, and authorities
- Providing administrative support to management and projects
- Contributing to the development of routines and internal processes

Who We Are Looking For

We are looking for someone who is structured, responsible, and proactive. You take initiative, enjoy helping others, and naturally step in where support is needed.

You are open, communicative, and interested in understanding how the business operates as a whole. You are comfortable handling multiple tasks and adapting when priorities shift.

We believe you:

- Have previous experience in administrative work
- Are organized and detail-oriented

- Enjoy working with different stakeholders
- Are self-driven and reliable
- Communicate fluently in Swedish and English
- Are comfortable working with digital tools and learning new systems

About the Company

J Gruppen operates within technical installation and project-based environments, often in international settings. We work closely with clients, suppliers, and teams across multiple countries.

Our daily work can be fast-paced and varied. We value responsibility, collaboration, and people who want to be involved in the bigger picture. Here, you are not just a title – you are part of the operation.

Application

Please send your application to **jobb@jgruppen.se**.

Mark your email with “**Administrator**” and attach your CV together with a short personal letter telling us about yourself and why you are interested in the role.