

Executive Assistant, Group Sales

Værkløse

We are seeking a proactive and detail-oriented Executive Assistant to support Group Sales Operations in our high-level strategic and operational activities. This newly created role is critical in enabling the Group Sales to operate at maximum efficiency and to drive performance across key sales initiatives. The ideal candidate has strong organizational, communication and analytical skills, with a keen interest in business operations and sales strategy.

About us

NTI Group is a successful IT company and leading full-service supplier of digital solutions for the construction, design, manufacturing and media & entertainment industries. Through software solutions, consulting services and competence development, we drive successful digital transformations, ensuring our customers maintain their leading edge in their field. Empowering innovation, process optimization, and sustainability lies at the heart of our mission. Established in 1945, we build on many years of experience and a clear ambition to be a market leader. We hire people that are passionate, skilled, and true to themselves. Our qualified employees are our greatest strength, which is why we highly value both professional and personal qualities.

We are one of the leading Autodesk partners in the world with approximately 1.000 employees in Brazil, Denmark, Finland, France, Germany, Iceland, Italy, Norway, Spain, Sweden, The Netherlands, The Republic of Ireland and the United Kingdom. NTI Group has been backed by the Nordic private equity group Axcel since 2022.

Key Responsibilities

Sales Enablement

Assist in the creation, organization, and continuous improvement of sales enablement materials, templates, and resources.

Coordinate with regional sales teams to gather feedback and maintain alignment on sales tools and processes.

Business Reviews & Presentations

Prepare and compile content for monthly, quarterly, and annual business reviews.

Design professional presentations for internal and external stakeholders, ensuring consistency in branding and messaging.

Reporting & Business Insights

Collaborate with Sales Operations and BI teams to gather, analyze, and interpret sales performance data.

Develop dashboards, reports, and insights that help identify trends, challenges, and opportunities across the business.

Cross-Functional Communication

Act as a liaison between the Sales Director and other departments, facilitating smooth communication and follow-up on key initiatives.

Support internal communications and assist in driving sales alignment across regions.

Executive Support

Manage and track action items, deadlines, and key deliverables across the Sales function.

Provide day-to-day support to the Sales Director and Group sales operation, including calendar management, meeting coordination, travel arrangements, and preparation of briefing material.

Qualifications

- Proven experience in an executive assistant, sales coordinator, or business support role and preferably in a sales-driven approach.
- Strong proficiency in Microsoft Office Suite (Excel, PowerPoint, Outlook), and CRM/BI tools (e.g., Salesforce, Power BI, CRM Analytics).
- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines.
- Strong communication and presentation skills – both written and verbal.
- Analytical mindset with a good grasp of numbers, reporting, and business metrics.
- Discretion and confidentiality when dealing with sensitive business information.

Preferred Attributes

- Experience working in a fast-paced, international, or matrixed organization.
- Familiarity with the sales lifecycle and B2B sales processes.
- A proactive, solution-oriented approach with a high degree of initiative
- Comfortable working independently and collaboratively across departments.

Why Join NTI Group?

Be part of a dynamic, forward-thinking company at the forefront among the leading top 5 global Autodesk Solution Providers. Strong commercial Excellence and high growth in selling solutions inside the Manufacturing and Construction industry.

Work alongside experienced professionals in a supportive and inclusive environment.

Opportunities for personal and professional growth within a pan-European organization.

What we offer

- A newly established position in a growing Global organization.
- A strong focus on developing your professional and personal skills.
- An open and informal work environment, where you collaborate closely with skilled and dedicated colleagues.
- Varied and challenging tasks, driven by our rapid growth and acquisition strategy.
- A competitive salary package that evolves with your qualifications.
- Newly renovated premises with free parking and the possibility of electric charging.
- In our opinion, Denmark's best lunch program with our own chefs.

Interested?

For more information, please visit www.nti-group.com or contact Sales Director Lars Kannevorff (lk@nti-group.com). Interviews are held continuously, so send your application as soon as possible.

We look forward to receiving your application!