



Office Coordinator

Banking hasn't changed much in decades. We're changing that. One product at a time.

Lunar is a Nordic challenger bank building the future of financial life with AI at the core. Our engineers, designers, and product people work on problems that actually matter. Making money simpler, smarter, and more rewarding for a million of registered users across the Nordics.

Fully licensed and founded in 2015, with offices in Copenhagen, Aarhus and Stockholm.

We move fast, we build with purpose, and we're just getting started.

As our new Office Coordinator, you'll be the operational anchor and the face of our Aarhus office, reporting to the Culture & Engagement Manager. This is a hands-on, people-facing role based onsite in Aarhus throughout standard office hours (8am–4pm). From supplies and logistics to atmosphere and onboarding, you'll own the day-to-day experience of the office end to end, and help shape what it feels like to walk into the Lunar Aarhus office every day.

What will you do?

- Keep the office running day to day: tidy, fully stocked, deliveries sorted, minor maintenance handled, and post and packages received and distributed
- Be the first point of contact for anyone arriving at the office, own seating arrangements, desk capacity and meeting room availability Take responsibility for office security and health & safety: fire drills, first aid supplies, evacuation plans, ergonomic setup, and incident reporting
- Plan the logistics behind internal and external meetings and events, prepare welcome kits and support onboarding for new joiners, and own offboarding for leavers, from key codes to farewell gifts

- Coordinate with vendors, building management and service partners, and handle the admin behind it - invoices, communications and service agreements - while spotting ways to keep improving how the office runs

You'll work closely with the People & Culture team and the wider Office team, helping shape and strengthen the Lunar culture in Aarhus. You'll be a sparring partner on different initiatives, and share the things that work well so we can bring those ideas to life at our other offices too.

What are we looking for in you?

- You have finished your studies and bring experience from retail, hospitality, or another people-facing role
- You have a natural understanding of systems and IT equipment in general
- You're comfortable being onsite and running a physical space in person, every day.
- You've got a service mindset: you like being the person who makes people feel welcome, whether that's a new joiner, a courier, or a guest
- You're organized and proactive, and you take real pride in the details that make a workplace feel good to be in
- You're able to juggle multiple priorities at once – - supplies, seating, security, events, vendors - without dropping any of them
- You're a natural sparring partner: quick to flag what could work better, and comfortable turning that into action

Benefits and perks

- State of the art equipment. The newest computer, monitor, mouse, and keyboard. We want you to do your best work without anything slowing you down.
- Pension, health insurance, and enhanced parental leave. From your financial future to your family moments. We've got you covered.

Are you ready to join the journey? Apply now and let's find out more!

While you hold on tight for us to get back to you, curious to see what we're up to? Follow us on LinkedIn for business announcements and releases , check out our Instagram for an inside scoop on what it's like to work here .

Depending on the regulations in the country where you will be employed, we will ask to see or obtain information about your criminal record. Please note that our employment is conditional upon you not being registered in RKI (Ribers Kredit Information).

We welcome applications from candidates of all backgrounds. If you need any adjustments during the recruitment process, please let us know

Lunar

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www.lunar.app**Ansøgningsfrist**

Løbende jobsamtaler

Office Coordinator

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