

Receptionist to new domicile

Do you want a versatile role with significant responsibility and excellent development opportunities?

If you have receptionist experience from an international environment and a can-do attitude towards handling a wide variety of tasks, this could be exactly the opportunity you've been waiting for. At Gubra, we are experiencing unprecedented success and growth. As a result, our organisation is constantly evolving, creating exciting development opportunities for all of us – including you – as long as we continue to embrace new challenges with an open mind.

In this newly established role, you will become the heart of our newly renovated biotech and group functions domicile, beautifully located in the forest surroundings of Hørsholm.

Reception, executive support – and much more

As the receptionist at our new domicile, you will be the first point of contact for visitors and play an important role in creating a welcoming and professional environment. You will also receive and coordinate incoming deliveries, ensuring that time-sensitive or temperature-sensitive items are handled correctly and reach the relevant teams promptly. You will also support our CEO's Personal Assistant and other members of the Executive Leadership Team with calendar management, travel arrangements and other administrative tasks. In addition, you will support our Facility Management team and your colleagues in People & Culture with a range of administrative tasks, intranet updates and other day-to-day activities – in total approx. 25% of your time.

As you grow in the role, you'll have the opportunity to take on additional responsibilities and exciting new tasks that support your ongoing professional development. Your primary responsibilities will include:

- Welcoming and registering guests, handling deliveries and ensuring that the reception and meeting areas are tidy, professional and inviting
- Answering and directing phone calls and emails
- Supporting meeting and office administration, including room bookings, and purchasing office supplies
- Assisting with meeting preparation, travel arrangements and related administrative tasks
- Providing administrative support to the Facility Management team
- Maintaining and updating content on the company intranet
- Supporting the onboarding of new colleagues and contributing to a workplace culture where people thrive, develop and support one another.

A can-do attitude and experience from an international environment

Naturally, we're looking for someone with the right professional qualifications. But for this role, your personality is just as important.

We're looking for someone who is organised, proactive and enjoys handling a broad variety of tasks that may evolve over time. Someone who naturally takes the initiative to make the rounds, ensuring that meeting rooms and overall office surroundings are spotless, fully stocked and ready for use – all while bringing positive energy and a welcoming presence to everyone around you. In addition, you bring:

- Experience as a receptionist in an international environment
- Strong IT skills, including Microsoft Office and experience with booking and access control systems
- Excellent Danish and English communication skills, both spoken and written.

Your new team

You will join People & Culture – a small team with big responsibilities. Here, you'll become part of a supportive team of five colleagues who enjoy working closely together and helping each other succeed.

We look forward to welcoming you to both the team and Gubra, where you'll quickly discover why so many people enjoy working here.

Contact and application

Please apply at our website using the "Apply" button. The deadline is 30 August, 2026.

If you have any questions, you are very welcome to contact HR Consultant, Lene Rejnhold at lre@gubra.dk.

We are looking forward to receiving your application.

About Gubra

Gubra is a disease-agnostic techbio company specialized in peptide-based drug discovery and development as well as preclinical contract research services striving for excellence at all levels. We insist on doing things efficiently – and often differently - to reach the results we aim for. Our vision is to become leaders in the path towards a more sustainable and healthier world. We do that by facilitating the discovery of new medicine, and by acting and inspiring others to fight the ongoing climate and biodiversity crises. Gubra's activities are focused on the early stages of drug development and are organised in two main highly synergistic business areas: Biotech and CRO Services. We generate our revenue by performing research for life science companies as well as by partnering projects from our discovery and development pipeline.

Our therapeutic focus is within metabolic and fibrotic diseases, and we specialize in in vivo pharmacology, ex vivo assays, drug profiling, histology, stereology and whole brain and organ imaging. In addition, we offer a full palette of advanced transcriptomics. Our ML/AI-driven peptide drug discovery platform streaMLine enables us to rapidly develop a peptide hit into a non-clinical candidate ready for development. Through a constant focus on high quality, scientific excellence, speed, and solid teamwork we have established ourselves as a highly professional and competent partner in the market.

People are our greatest asset, and our team consists of around 300 employees of which many are located in Hørsholm, Denmark. The mix of people from different cultures and educational backgrounds combined with our entrepreneurial mindset have greatly impacted our working environment, which is characterized by entrepreneurial drive, scientific curiosity, and teamwork – we join forces!