



BIG CPH Project Controller



Human Skills is on behalf BIG Copenhagen seeking a Project Controller to support their project teams by tracking project pricing, staffing, budgeting and timeline, in close collaboration with Project Managers and Design Leaders. You will report to the Head of Project Controlling and, in your role, ensure that precise and timely project performance data is available for the management group to make decisions about project execution. As a Project Controller you must continuously challenge the project cost picture to ensure that each project is delivered on time and on budget.

Project Controlling

- Assisting in inputting and maintaining project budgets, staffing and schedules
- Working with project management to understand and improve project profit margins
- Analyze and report on progress, issues and costs
- Invoicing projects in accordance with contractual agreements and client interfacing for payments
- Planning and executing monthly project update meetings
- Attending project status meetings and follow up as appropriate
- Analyzing for additional services
- Supporting the Project Managers in the use of our project management tools and processes
- Ensuring access for time registration on projects for employees
- Assisting the Head of Project Controlling

Operations Specific

- Ensuring hours are submitted on a weekly/biweekly basis and these are approved by the Project Leader, analysis of the hours monthly
- Conducting CMAP training biweekly
- Responsible for assigned CPH office projects
- Responsible for reporting to Head of Project Controlling for month end
- Responsible for CPH office dunning process

We are seeking a person who

- Has minimum 3-5 years' experience as a Controller or Junior Controller
- Industry experience is an advantage, but not a requirement
- Fluent in Danish and English, verbal and written
- Is a high-level, critical thinker that can build upon established systems and elevate our internal project controlling processes
- Has a Bachelors in Business Management, Accounting or Finance
- Is highly proficient in Excel
- Enjoys a busy and creative environment with many personalities
- Is comfortable with fast-paced decisions and rapidly changing environments
- BIG works with CMAP as their project management system. Experience with CMAP is an advantage but not a requirement
- Have a sense of humour

BIG CPH offers: The position is full-time in the office in Valby/Copenhagen. An exciting job in an international growth company with the financial strengths to pursue future possibilities. You will become part of a team of skilled and engaged colleagues and a culture with freedom with responsibility.

Application: Interviews will be held on an ongoing basis. Please send your application and CV to ansogning@humanskills.dk For further information please call Peter Schrøder, Human Skills +45 61199916

BIG is a group of 500+ architects, engineers, urbanists, inventors, researchers and business minds from all over the world who are based in our New York, Copenhagen, London and Barcelona offices. Our built work ranges from the most [diverse urban playground](#) and [Michelin-star dining](#) - to [affordable housing](#) that feels everything but, and a school among the verdant [fjords](#) of the Faroe Islands. Our vision spans traveling at supersonic speed with [Hyperloop One](#), to living in [floating cities](#), and eventually [Mars!](#) While we are led by a group of expert partners, directors and associates - a flat hierarchy and collaborative spirit are essential to our BIG ecosystem. We share our collective knowledge and expansive network through study trips and educational workshops – BIG Schools offer in-house lessons, while BIG Picture brings in industry experts to inspire and invigorate. We are infectiously ambitious and unified by the shared mission to craft the world we want to live in, and to give form to our future, one project at a time.

