

Project Completion Coordinator for the Femern Project in Sund & Bælt

Help ensure the successful completion and handover of a major infrastructure project

Would you like to contribute to the completion of one of Europe's largest infrastructure projects and help ensure a structured and successful handover to the future owner? As our new **Project Completion Coordinator**, you will play a key role in coordinating, reviewing, and following up on project completion deliverables, ensuring that project documentation meets contractual, quality, and handover requirements.

You will work closely with contractors, consultants, technical specialists, quality professionals, and internal stakeholders, contributing to an efficient and well-documented completion process with real impact on the project's successful delivery.

The Position

As Project Completion Coordinator, you will support the coordination, review, and handover of project completion documentation across assigned work packages. You will be part of a collaborative project environment where documentation quality, traceability, and timely delivery are essential to achieving project milestones and facilitating owner acceptance.

You will work closely with contractors, consultants, document control, quality functions, technical disciplines, and project management teams throughout the completion and handover phases.

The position is based at our office in Copenhagen, with the possibility of occasional working days from our office in Rødbyhavn.

Your Responsibilities

In this role, you will help ensure that completion deliverables are reviewed, tracked, and prepared for final acceptance. Your responsibilities will include:

- Coordinating Femern A/S' review of project completion and handover documentation submitted by contractors.
- Reviewing as-built and completion documentation to ensure completeness, consistency, traceability, and compliance with project requirements.
- Tracking review progress, outstanding actions, comments, and documentation gaps across assigned work packages.
- Collaborating with contractors, consultants, and internal stakeholders to resolve documentation issues and support timely closure of outstanding matters.
- Maintaining completion registers, review trackers, status reports, meeting minutes, and management reporting related to handover readiness and acceptance milestones.

Your Background

You hold a bachelor's degree or an equivalent qualification in engineering, construction management, project management, or a related discipline.

You have two to five years of relevant experience from infrastructure, construction, transportation, energy, or other major engineering projects, including practical involvement in at least one infrastructure or construction project.

In addition, you have experience within one or more of the following areas:

- Project documentation and document control.
- Quality documentation and completion records.
- Commissioning, handover, turnover, or project close-out activities.

- As-built documentation, certification management, and document traceability.
- Contract-driven project environments and document management systems such as ThinkProject, SharePoint, or similar platforms.

Experience reviewing engineering drawings, technical documentation, project records, certificates, or operating manuals will be considered an advantage.

You as a Person

You are a structured and detail-oriented professional who takes ownership of your responsibilities and follows tasks through to completion. You enjoy collaborating with colleagues across different disciplines and contribute positively to achieving shared project goals.

You are characterized by:

- A systematic and methodical approach to your work.
- Strong attention to detail and a commitment to quality.
- Excellent communication skills in written and spoken English.
- A proactive and solution-oriented mindset.
- The ability to build constructive relationships with a wide range of stakeholders.

What Do We Offer?

At Sund & Bælt, you will become part of an international workplace where skilled colleagues collaborate to achieve ambitious goals. We value flexibility, new ideas, and continuous development, both professionally and personally. You will be given responsibility and the opportunity to make a meaningful contribution through work that has a direct impact on society.

In addition, we offer:

- Health and dental insurance
- A salary package based on your qualifications
- A pension scheme
- A canteen arrangement

Are You Interested?

We aim to be an inclusive workplace where diversity is valued.

We therefore encourage everyone to apply regardless of gender, age, ethnicity, religion, sexual orientation, or disability.

You can submit your CV by the application deadline **29th September 2026** using the link below.

As Sund & Bælt is responsible for critical infrastructure, employment is subject to successful security clearance. More information about this will be provided later in the recruitment process.

If you have any questions, you are welcome to contact **Head of Project Completion Serena De Simone** at seds@femern.dk.

You can find more information about Sund & Bælt on our website: www.sundogbaelt.dk.

We look forward to hearing from you