

Our trust company, which has been present in Luxembourg since 2006, offers consulting services and bespoke accounting, taxation and human resources services. In order to support our business development, we wish to recruit for our offices in **Luxembourg (train station district)**, an:

Administrative Assistant (M/F)

Your profile

- You have a secretarial diploma (*BTS* qualification or bachelor degree);
- At least 5 years' experience in a similar position;
- Proficient in MS Office, knowledge of Winbooks would be a plus;
- Fluent German and/or English, good knowledge of French;
- Good editorial style;
- Strong interpersonal skills, service-minded, versatile and dynamic;
- Organised, independent and methodical.

Your main tasks

- Managing incoming calls and welcoming visitors;
- Handling incoming and outgoing mail;
- Formatting, preparing reports, proofreading;
- Assisting with accounting work: preparing financial statements, filing accounts, etc.;
- Miscellaneous secretarial tasks;

We offer

- A permanent contract (possibility of part-time work);
- A position in an environment that stimulates initiative and independence;
- A friendly working atmosphere, in which human values are respected.

Interested candidates should submit their application together with a CV with a photo to:

AFC Benelux Sàrl
1, rue de Steinfort
L-8371 HOBSCHEID
Email: contact@afcbenelux.eu