

Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in Ireland, Hungary, Romania, Switzerland, The Netherlands, the UK, the USA, Barbados and Cayman Islands. The group also has a Canadian desk.

Today, Centralis employs over 150 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

Facilities Assistant (m/f)

We are currently recruiting a **Facilities Assistant** for our Luxembourg office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

Working within a young, international environment, you will have the following responsibilities:

- Office maintenance (mainly liaising with cleaning staff, buildings management companies, etc.)
- Refill of office supplies (water bottles, coffee, refreshments, etc.)
- Ranking documents in the archives, managing the storage
- Reception back up (from 8am to 9am, lunch time and from 5pm to 6pm when required) and support during busy periods
- Assistance for the preparation of the Board Packs
- Monthly expenses report (DHL, Taxi, printing fees, etc.)
- Manage incoming and outgoing correspondence
- Ad hoc taxi services for clients and management
- Any office related request to be diverted to building administration

Your skills:

- Fluent level of English and French
- Proactive, motivated, eager to learn and to work in a quickly growing, dynamic and challenging environment
- Flexible working hours from 8am to 6pm
- Excellent presentation skills
- Excellent organizational skills, strong interpersonal skills and flexibility
- Valid driving licence for Luxembourg
- Valid working permit for a Luxembourg

What we offer:

At Centralis, we work in a dynamic, human-size, multi-cultural environment. We attach great importance to the personal fulfilment and professional development of our employees. We offer you an interesting and rewarding job, an attractive salary package and a number of benefits, including training support and flexibility.

Please send your application letter, together with your curriculum vitae, in English, by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com