

RSM Henri Grisius & Associés is a Luxembourg based firm specialising in tax services, accounting, company administration and financial engineering.

We are the Luxembourg member of RSM International, the 6th largest network of independent accounting and consulting firms worldwide, with over 700 offices in 86 countries, and more than 32,500 people worldwide.

As we are growing, our firm is keen to recruit motivated candidates with the following profile:

## **Administrative Assistant (m/f)**

### **Your Role:**

You will provide administrative support to a team of client advisors in order to relieve the latter of clerical work and administrative duties. Your tasks will be to assist in establishing and maintaining files and contact lists for each client group. You will also prepare bank instructions and will be responsible for the follow-up of payments. Client contact and follow-up by e-mail in relation to administrative tasks will be an essential element of your day-to-day work.

### **Your Profile:**

- ✓ You hold a degree, or a BTS qualification as an administrative assistant;
- ✓ You are a competent user of Word, Excel and Powerpoint ;
- ✓ You are fluent in at least two of the following languages: French, English and German. A third language would be an asset;
- ✓ You are proactive and a good team player, motivated and professional;
- ✓ You have strong organisational skills and pay attention to detail;
- ✓ Previous experience in a similar position is an asset.

We offer you an interesting and varied career, possibilities for further training, an attractive salary and a pleasant work environment in a young and dynamic team.

Please send your application letter, along with your curriculum vitae and a recent photo, to:

**RSM Henri Grisius & Associés**  
**Mrs Stéphanie Grisius**  
6, rue Adolphe  
Boîte postale 908 L-2019 Luxembourg  
[stephanie.grisius@rsm.lu](mailto:stephanie.grisius@rsm.lu)

*(please mention the position you are applying for)*

*All applications will be treated in the utmost confidentiality.*

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