The Luxembourg National Research Fund (FNR) is a public institution with the mission to support public research in Luxembourg and to promote scientific culture.

We seek to recruit for an immediate opening an ADMINISTRATIVE ASSISTANT (m/f) to strengthen our staff for a fixed-term 50-75% position, 12 months contract (CDD).

YOUR FUNCTION
You will assist the FNR Programme Managers in the preparation of calls for research proposals, the organisation of selection panel meetings, the management and monitoring of grant applications and the communication with beneficiaries, the research community and stakeholders.

YOUR PROFILE
• Holder of secondary school diploma (BAC or equivalent)
• Minimum three years work experience
• Strong administrative and organisational skills
• Good written and spoken English is essential (add references if possible)
• Fluent in German and French (Luxembourgish is a plus)
• Excellent Windows Office skills
• Knowledge of accounting principles considered as an asset
• Strong interpersonal and communication skills
• Ability to work both independently and as part of a team
• Sense of responsibility and initiative
• Interest in science

OUR OFFER
The possibility to work at the heart of Luxembourg’s young and dynamic research ecosystem, in a small but international team.

INTERESTED?
Please address your application to FNR Secretary General Marc Schiltz, with an indication of the reference AA2018_2, including a motivation letter written in English and a detailed CV, by 15 January 2019, to:
job2019@fnr.lu

For questions related to the present job offer you may contact Ms Jill Mousel
job2019@fnr.lu

Please note that the FNR will manage your personal data in accordance with the GDPR