

Facilities Assistant

An open and energetic atmosphere and a personal approach - at Simmons & Simmons Luxembourg, we like to do things differently. Yes, we're part of an international network with offices in 20 countries, but our approach is entrepreneurial, innovative and all about putting people at the centre. We're a team of 40 amazing people, servicing clients within the Asset Management & Investment Funds and Financial Institutions sectors. Having the benefit of Simmons & Simmons' unique position advising some of the world's leading companies, Financial Institutions, Funds and Supranational Organisations, the firm provides its clients with a premium sector-focused advice.

Need a change? Want to be a member of the dynamic and fast-expanding Luxembourg-based team of an international business law firm? We are looking for:

A Facilities Assistant

YOUR ROLE

- Acting as point of contact for any facility related issues in the Luxembourg office;
- Ongoing improvement of internal facility & IT procedures;
- Be responsible to maintain the facility archives and stocks;
- Be in charge of the continuous presentation of office space and liaising with the building maintenance company for any needed repairs;
- Organising internal workspaces relocation and development of office spaces;
- Perform regular office tour to ensure compliance with work environment;
- Work in close collaboration with our Office Manager and Human Resources department on workspace allocation for staff and related logistics;
- Managing video conferencing systems and other technical equipment in meeting rooms;
- Be the main contact person for all IT related queries; and
- Assist team members with any administrative ad hoc request.

YOUR PROFILE

- At least 3 years' experience as Facility assistant or similar role;
- Fluency in French and English. Any additional language skills are considered as an asset;
- Ability to multitask, manage priorities and timelines;
- Have basic painting, drilling, cutting and distance measuring skills;
- Strong interpersonal and organisational skills;
- Strong team player with solution-driven personality and a "can do" mindset.

WE OFFER

- Contract for an indefinite period (CDI);
- Part-time may be considered;
- Internal training and career development;
- Work in a centrally located office with excellent access to public transportation links;
- Working for a prestigious firm which has grown exponentially over the last seven years;
- International and dynamic teams;
- Multicultural and diverse environment.

Additional information:

- Start: As soon as possible

Contact Information

If you feel that this job description corresponds to your skills and expectations, please do not hesitate to send your CV, together with a letter of introduction, to the address below.

All applications will be treated strictly confidentially.