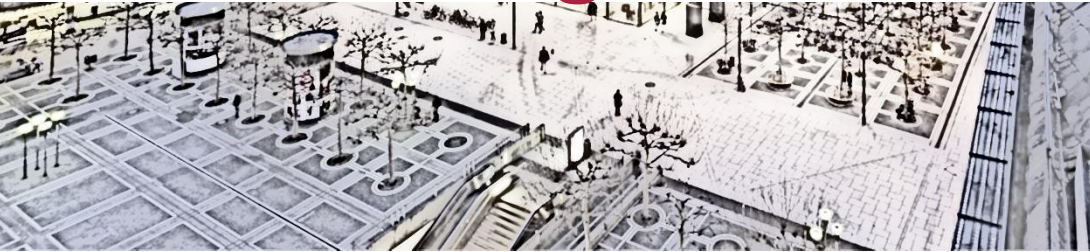




Team Assistant/ Office Manager (f/m/d)



RFR

WHO WE ARE

The RFR Group, based in New York, Frankfurt am Main and Luxembourg is an international real estate company pursuing a long-term investment strategy for over 30 years. As an American company with European roots, we acquire outstanding properties, analyse their competitive advantages and establish tailor-made strategies for the assets.

RFR Lux Asset Management S.à r.l. provides asset management services for a significant part of the European real estate portfolio. Among others, the planning, asset analysis and implementation of asset improvement strategies are part of the day-to-day activities. Our team also provides corporate management and accounting services for the Group-related companies domiciled in Luxembourg.

WHAT WOULD BE YOUR TASKS

- Administrative support in our day-to-day business
- Processing of incoming and outgoing mail
- Management of office supplies
- Preparation of letters, documents and presentations in German, English
- Preparation and follow-up of meetings
- Management of documents, policies, filing and archiving
- Organization and coordination of meetings & phone conferences with internal and external colleagues or service providers

- Onboarding of new employees in coordination with our HR Department
- Interface for internal and external service providers of the day-to day business
- Coordination with the German locations of RFR-Group
- Travel booking and preparation of expense reports

WHAT YOU SHOULD BRING ALONG

- Successfully completed apprenticeship as administrative assistant or similar professional background
- (First) professional experience in a comparable position
- Ability to work independently and proactively, quick comprehension and strong analytical as well as conceptual skills
- Highly motivated, flexible and team-orientated
- German and English skills in word and writing (B2 level), a good command of any other language especially French would be an advantage
- Excellent MS Office expertise

WHAT YOU CAN EXPECT

- Modern office at Luxembourg-Kirchberg, close to the bus and tram station
- Harmonious and stable working environment
- Good work-life balance and flexible working hours
- Parking facilities (within walking distance)

CONTACT

If you fit the profile and the role appeals to you, we would love to hear from you via email.

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