

The University of Luxembourg Competence Centre is recruiting for immediate entry a:

Assistant Project Manager (m/f)  
for a permanent full time contract

The University of Luxembourg Competence Centre (ULCC) is the lifelong training and continuing professional education centre in Luxembourg. Based in the heart of Belval Campus in Esch-sur-Alzette, the ULCC is developing and organizing University quality training programs that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies.

One of its tasks is to design and implement academic training courses dedicated to different sectors ranging from finance to space, to art and to manage specific bachelors.

Your ideal profile:

- Master's degree (or equivalent) in HR, Project Management or similar line of studies
- Work experience of at least 8 years in lifelong learning
- Fluent in English and French, excellent writing skills in the mastered languages are required
- Ability and interest in working in a team
- Excellent organizational and communication skills. Ability to prioritize tasks and good stress management skills
- Being able to demonstrate diplomacy and tact
- Reliability, rigor and autonomy in the work
- Open-minded and flexible

Your main responsibilities include to:


- Assist the Project Manager in monitoring external relations appropriately (partners, stakeholders and training participants)
- Manage training logistics and ensure high-quality trainings
- Contribute to the implementation of projects linked to vocational training, according to the objectives set
- Support the Project Manager in her tasks, while ensuring continuous improvement of quality and innovation
- Take part in external events to ensure the ULCC's promotion and development

If you are ready to take up a new challenge and feel that your profile matches the job description, please do not hesitate to send your CV and cover letter to:

Isabel Bozet – HR Manager  
[HR@competence.lu](mailto:HR@competence.lu)

Centre de gestion pour la formation continue et professionnelle universitaire GIE

Maison du Savoir - 10<sup>e</sup> étage - 2, avenue de l'Université - L-4365 Esch-sur-Alzette

 +352 26 15 92 17 - [www.competence.lu](http://www.competence.lu)

Immatriculation RCSL n°C145 - N° Identification TVA : LU30573419