

The University of Luxembourg Competence Centre is the lifelong training and continuing professional education centre based in Esch-sur-Alzette. It is developing and organizing quality training programs that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies. It is working in close relationship with the University of Luxembourg and key actors in a broad range of activities.

The Competence Centre is thus looking for a:
Assistant Project Manager (m/f)
for a permanent full time contract

to join its team and support the development of its activities.

Your ideal profile:

- Master's degree (or equivalent) in HR, Project Management or similar line of studies
- Work experience of at least 5 years in lifelong learning
- Fluent in French and English, 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 project 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:

- Manage training logistics, plannings and ensure high-quality trainings at each stage
- Assist the Project Manager in monitoring external relations appropriately (partners, stakeholders and training participants)
- Contribute to the implementation of projects linked to vocational training, according to the objectives set
- Develop innovative learning solutions with academic partners in Luxembourg and in other countries, good command of the LMS Moodle is an asset
- Support the Project Manager in her tasks, while ensuring continuous improvement of quality and innovation

Do you feel ready to take up a new challenge within a dynamic team and a multicultural context? If so, please send your application to:

Véronique Acker
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