

## Administrative officer (m/f)

### General information

**Type of contract: full time**

**Location: Luxembourg**

**Start date: October 2021**

### Who are we?

The European University Foundation is a university network with over 70 members across the Europe and aims to accelerate the modernisation of the European Higher Education Area. The Foundation focuses its action on [five pillars](#) and it stands for diversity and social fairness in higher education. Its highly dynamic and creative international team is located both in Luxembourg, Brussels and Budapest. We offer a challenging work environment and projects with partners from several European countries.

We are currently recruiting an **Administrative Officer** for our Luxembourg office.

### What will you do?

- Handle administrative and financial tasks related to EU-funded project reporting (funding management, verification of timesheets, monitoring funding instalments);
- Assist in audit processes;
- Liaise with service providers and local authorities (accountancy, payroll, public administration, etc.);
- Registering/keeping track of payments and invoicing;
- Follow-up on administrative requests from projects partners;
- Provide support to human resources and payroll;
- Document filing and archiving;
- Adhere to procedures & checklists with an ongoing review for improvements.

### What are the requirements?

- Higher education degree (min. EQF Level 5)
- Minimum 2 years' experience in a relevant position
- Good command of written and spoken English and French
- Proficient user of Microsoft Office package
- Any extra knowledge about Higher Education and/or the Erasmus+ programme is an advantage

With the support of Erasmus+



European University Foundation  
16C rue de Canach – L-5353 OETRANGE  
Phone: 00352 26 15 10 - Email: [contact@uni-foundation.eu](mailto:contact@uni-foundation.eu)  
R.C.S Luxembourg G190

### We value candidates who:

- Are highly organised, rigorous, reliable and detail-oriented
- Have excellent communication skills
- Are capable of working in a team as well as autonomously

### Benefits:

We offer an intercultural and international working environment. Your work will support the organisation of large projects and programmes shaping European policies in the field of education and training. You will work in a fast-changing environment together with a team of talented colleagues. In this context, we provide further development opportunities and continuously seek to offer a rewarding working environment.

### Application:

To apply, please send your CV and motivation letter to [applications@uni-foundation.eu](mailto:applications@uni-foundation.eu) mentioning the job title in the email subject. Only shortlisted candidates will be contacted and invited for an interview.

### Application deadline: 10<sup>th</sup> of September 2021

[www.uni-foundation.eu](http://www.uni-foundation.eu)

*The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else. If you submit an application, we will keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our offer for the position for which we are considering you. When that period is over, we will delete your data. If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to [contact@uni-foundation.eu](mailto:contact@uni-foundation.eu).*

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