



LOOKING FOR MORE THAN A JOB?
JOIN US!



HUMAN RESOURCES JUNIOR OFFICER (M/F/D)

The Human Resources Junior Officer will be in charge of all staff-related matters and activities related to the employee lifecycle. As part of the Human Resources team you will be the link between the bank, the departments and Advanzia's employees. This opportunity is a full-time CDI contract.

ABOUT THE JOB | What will you do?

As a Human Resources Junior Officer, you will be responsible for the following activities:

- Support the internal training & development process (planning and organisation of internal trainings, administration of external trainings)
- Support the annual performance evaluation process (update internal documentation, employee support during the process, administrative follow-up)
- Conduct the onboarding process of new employees (internal administrative processes, coordination with departments)
- Produce HR statistics and reports
- Employee support and internal administration of the time management system
- Administration of personnel files, maintenance of staff records and filing systems
- Maintenance of internal HR Management System
- Draft and distribute internal communications

ABOUT YOU | What's your background?

- University degree e.g. in Human Resources Management, Business, Economics, Sociology or similar
- First professional experience in an HR-related function is an asset
- You feel comfortable with numbers
- Good command of MS Word, Excel and PowerPoint
- You have the ability to quickly familiarise yourself with new IT programmes
- You are able to handle confidential and sensitive matters

WORKING FOR ADVANZIA

THE UNCONVENTIONAL BANK

WHAT WE EXPECT | What are your skills?

- Good written and verbal communication skills
- A proactive and reliable team player with the ability to communicate – but also able to work autonomously and take initiative when required
- A precise and accurate working style with an eye for detail
- Good organisational skills and the ability to meet deadlines
- Fluency in English is mandatory
- Additional knowledge of German and/or French is advantageous

WHAT WE OFFER | What advantages will you have?

- Competitive compensation package
- Attractive benefits as part of the banking collective agreement
- Wide range of additional advantages such as language courses contribution, health initiatives, employee travel insurance, preferential conditions for Advanzia products, etc.
- Training and development initiatives
- Dynamic and international environment
#TeamAdvanzia
- Participation in various Corporate Social Responsibility (CSR) projects as part of the bank's [Advanzia Plus](#) initiative

Where you will be working

Located in bright and modern offices in Munsbach at 15 minutes from Luxembourg City, Advanzia currently employs more than 200 staff from all over the world. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

Looking for a new professional challenge in a fast-growing company?

Apply today and send your CV and motivational letter in English to jobs@advanzia.com

Click [here](#) to find out more about your career opportunities at Advanzia Bank.

