



LOOKING FOR MORE THAN A JOB?
JOIN US!



HUMAN RESOURCES OFFICER (M/F/D)

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

ABOUT THE JOB | What will you do?

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

- Coordinate the recruitment process of new employees (analysing and clarifying needs, advertising, screening of applications, conducting of interviews)
- Conduct the onboarding process of new employees (internal administrative processes, coordination with departments)
- Produce HR statistics and reports
- Support and coordinate the payroll process with an external provider
- User support and internal administration of the time management system
- Support the implementation of a new HR software
- Administration of personnel files, maintenance of staff record and filing system
- Formulate and distribute internal communication

ABOUT YOU | What's your background?

- First professional experience, ideally in an HR generalist role
- Practical experience in the field of recruitment
- General understanding of payroll related processes and activities
- You feel comfortable with numbers
- Good command of MS Word, Excel and PowerPoint
- First experience with time management and HR management systems
- Comfortable with common HR practices and processes

WORKING FOR ADVANZIA

THE UNCONVENTIONAL BANK

WHAT WE EXPECT | What are your skills?

- Good communication and interpersonal skills
- Good organisational skills and the ability to meet deadlines
- Excellent time management skills and a structured approach with the ability to set priorities
- A proactive and reliable team player with the ability to communicate – but also the ability to work autonomously and take initiative when requested
- A precise and accurate working style with an eye for detail
- Experienced in handling confidential and sensitive matters
- Fluency in English is mandatory; German and/or French are 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.

