

**Move securely within the cyberworld****itrust consulting s.à r.l.**

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## Administrative Assistant (min. 60%)

itrust consulting is a leading actor in information security in Luxembourg, specialized in providing security services such as CISOaaS, DPOaaS, security project management support, technical and organizational audits, technical expertise, research and development, and training.

### Context

In order to ensure effective communication between our team members, customers, partners, the press contacts, and to provide essential administrative support, especially to the company's Managing Director, itrust consulting has an opening for a skilled person with the profile of an Administrative Assistant.

If this sounds familiar and you would like to learn more, please contact us.

### Your role and tasks

- Handling the CEO's calendar, contact lists, switchboard, reception of visitors, follow-up regular tasks like absence overviews, onboarding support, planning activities supporting the management team;
- Management of daily and ad hoc administrative tasks (drafting minutes of internal meetings, procurement, assistance to HR and to sales...);
- Supporting CISOs (Chief Information Security Officer) in the management and continuous improvement of information security documentation of itrust consulting and our customers;
- Support of public relations, website administration, e.g. preparing news, press releases ...;
- Timesheet consolidation and management of invoicing and stocks.

### Profile of the candidate

- You have a BTS degree in secretarial studies, a technical BAC completed by 2-years in a similar position or in a PMO, or an equivalent EU-wide recognized secretary education;
- Excellent skills in Word, Excel, and Outlook, usage of WordPress is considered an advantage;
- Fluent written and verbal communication skills in French and English (Luxembourgish and/or German considered an advantage);
- Capability to work independently, thoroughly, quickly, bringing new ideas to the team.

### What we offer you at itrust consulting

- Direct reporting to the Managing Director;
- Learning all aspects of SME administration;
- Competitive, flexible working conditions, incl. partial teleworking;
- Once internal administrative processes are managed, either by the candidate or a member of her/his team, the candidate will be involved in administrative management of customers of itrust consulting.

To apply, please send (in PDF format) your most recently obtained diploma and ratings for the last two education years, an updated CV and a letter of motivation to Ingo Senft, [senft@itrust.lu](mailto:senft@itrust.lu).