

Contract type: Permanent; full-time

Starting date: As soon as possible

The *Institut National du Cancer* (INC, www.inc.lu) was founded on 25 June 2015 as an Association without lucrative purpose (*Association sans but lucrative*, ASBL). The objectives of the INC are to contribute to efficient fight against cancer, to allow all cancer patients in Luxembourg to receive appropriate medical care, and to assist in controlling healthcare spending in the domain of oncology. Currently, the INC is strongly involved in the implementation of the 2nd National Cancer Plan 2020-2024 in Luxembourg.

The INC is looking for an:

Administrative Assistant

POSITION DESCRIPTION:

- Provide general administrative and clerical support (incl. preparation of meeting minutes, mailing, scanning, faxing, copying)
- Manage incoming calls for the association
- Manage agendas and assist in resolving administrative issues
- Draft documents, such as letters, reports, memos and emails
- Register and file the incoming correspondence; prepare and dispatch the outgoing post
- Schedule and organize meetings, appointments and travel arrangements
- Coordinate purchasing and invoicing
- Manage the INC office space, act as the liaison with the property management
- Maintain records using electronic and hard copy filing (incl. updating trackers and databases).

POSTION REQUIREMENTS:

- High school degree
- 5 to 10 years of hands on administrative support experience
- Excellent written and verbal communication skills
- Fluency in French and English. Luxembourgish and German are an asset.
- Ability to juggle multiple tasks with superb accuracy and achieve deadlines under pressure
- Can handle sensitive information with the highest degree of integrity and professional confidentiality
- Flexibility on missions (we are a growing entity) and hours of work (evening meetings at diverse locations are possible)
- Experienced with both PC and MAC computers. Proficient in Microsoft Word, Excel, PowerPoint and Outlook. Having an experience with Microsoft Access is an asset
- Reliable, intuitive and proactive
- Tactful, diplomatic and team player.

APPLICATION PROCEDURE:

We are looking forward to receiving your application, including a motivation letter and your *curriculum vitae*, **before the 17th of December 2021**, to Ms. Anne Drochon: anne.drochon@inc.lu