

Administrative and Office Manager for a Venture Capital Fund based in Luxembourg

We are an early stage venture capital firm with a team in Luxembourg and the US and investing a fund focused on early stage tech start-ups in the New Space sector. We are looking for an Administrative and Office Manager with experience in office management and administration in an international environment. The role is based in Luxembourg

As Administrative and Office Manager your role includes:

- Plan and coordinate administrative procedures and systems and devise ways to streamline and optimize processes
- Ensure the smooth and adequate flow of information within the company to facilitate operations
- Assist members of the local and broader teams in their daily administrative tasks (assist with travel and other events bookings, help manage diaries, book meetings and conference calls...)
- Manage procurement of office supplies

The ideal candidate will have:

- Experience providing administrative support to senior executives
- Experience running and optimizing administrative processes
- Experience running a small office
- Experience working in an international environment

We offer an entrepreneurial culture in an emerging sector and competitive package.

To apply, please send your CV to pierre@promusventures.com