

Executive Assistant

March 2022 - Full-Time - Luxembourg // Remote

Company

Our vision is to unlock a new era of efficient technologies for a sustainable life.

Rafinex builds transformative digital capabilities that empower innovators to deliver novel, valuable and sustainable products. Our cutting-edge software "[Möbius](#)" is a market leading technology, delivered through our cloud-based SaaS application, to create lightweight and high performance product designs in sectors such as aerospace and automotive.

Rafinex is a fully remote-first company, with our team distributed across Europe. This is a full time, permanent role with an immediate start date in Luxembourg.

Role

We are looking for an ambitious and enthusiastic Executive Assistant to support the growing team at Rafinex. The role would entail administrative and organisational support of our corporate activities in Luxembourg, Germany and the UK in aspects including but not limited to daily meeting organisation, document review, process enforcement and internal accounting. This role is created in direct support of the CEO and executive team.

Responsibilities

- Lead the coordination of administrative activities on a daily basis.
- Diary management and organise and schedule meetings for the CEO and executive team, ensuring relevant documents and preparatory material has been received in advance.
- Arrange and attend regular meetings, preparing agendas, taking minutes and ensuring that staff are aware of follow-up actions.
- Ensure that internal processes and procedures are followed including expenses, time-sheeting, documentation and archival.
- Coordinate resource planning and support organisation of special events such as trade shows, corporate retreats, travel and logistics.
- Ensure the timely completion of internal and external deliverables towards public stakeholders (e.g. tax offices, innovation agencies, ministries).

- Assist with accounting and financial management of Rafinex' corporate entities in Luxembourg, Germany and the UK.

Requirements

- Excellent time-management and organisation skills.
- Strong initiative, flexibility and adaptability in order to pick up ad-hoc tasks.
- Fluent in written and spoken English, French and German is very advantageous. Ability to draft, and edit, correspondence advantageous.
- Experience in the use of cloud-first office software and process (e.g. Google Docs, Cloud Accounting Software).
- Prior experience in agile project management processes and software is advantageous (e.g. JIRA).
- Several years experience working remotely.
- The right to work in Luxembourg; Rafinex will not assist with any relocation or visa applications.
- The successful candidate should demonstrate a proven track record in coordinating and communicating with a team of diverse stakeholders and backgrounds.

Benefits

- Salary of 35,000 € to 40,000 € per year depending on experience.
- 30 days vacation per year plus local bank holidays.
- Flexible working hours.
- Generous equipment budget.
- Financial support for professional development including books, seminars and training courses.

Apply

Rafinex is committed to fostering an innovative and inclusive environment for all, and celebrates diversity in all its forms.

To apply please send your CV to careers@rafinex.com

There is no closing date for applications but interviews will be held on a rolling basis and closed as soon as the position is filled.

No recruiters.