

**Andersen** has in-depth expertise in tax matters and offers tax consulting and tax compliance services to Luxembourg and international clients. **Andersen Luxembourg** is a member firm of **Andersen Global**.

We are currently looking to recruit an:

**OFFICE MANAGER (M/F/D)**  
**Full-Time or Part-Time**

**JOB DESCRIPTION**

We are seeking a highly organized and proactive Office Manager to oversee the smooth operation of our office. This multifaceted role combines reception duties, secretarial tasks, and general office management. Here's what you'll do:

- Oversee daily office operations to ensure efficiency and productivity.
- Maintain office supplies inventory and place orders as necessary.
- Manage relationships with vendors, service providers, and landlords.
- Ensure office equipment is properly maintained and serviced.
- Implement and maintain office policies and procedures.
- Greet and assist visitors in a friendly and professional manner.
- Manage incoming calls, emails, and correspondence efficiently.
- Coordinate meeting room bookings and maintain cleanliness in reception areas.
- Handle incoming and outgoing mail and packages.
- Provide administrative support to senior management.
- Prepare, format, and distribute documents, reports, and presentations.
- Schedule and organize appointments, meetings, and travel arrangements.
- Manage and maintain accurate filing systems, both electronic and physical.

**YOUR PROFILE**

We're looking for dynamic individuals who are eager to make their mark in the tax world. To thrive in this role, you should have:

- Proficiency in English, knowledge of French or German is an asset.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Ability to prioritize tasks effectively.
- High level of professionalism and confidentiality.
- An organized and solution-oriented working approach.
- A proactive attitude and be able to work independently as well as in a team.

**WE OFFER**

At our growing company, we offer a wide range of tax services. You will collaborate closely with experienced tax professionals who will share their knowledge and support your professional growth. We provide continuous training to help you advance your career successfully. Additionally, this position is open to part-time applicants. We will offer a competitive compensation package aligned with your motivation, skills, and experience.

INTERESTED? PLEASE SEND YOUR CURRICULUM VITAE AND A MOTIVATION LETTER TO  
Andersen Tax Sàrl • Attn. HR Department • 121, Avenue de la Faïencerie • L-1511 LUXEMBOURG  
**E-Mail:** [careers@lu.andersen.com](mailto:careers@lu.andersen.com)

WE GUARANTEE FULL CONFIDENTIALITY FOR ALL APPLICANTS.

