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## PAYROLL MANAGER FR/DE/EN - TRAINEE (M/F)

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### YOUR MISSION:

As a long-term or alternating trainee (minimum 6 months) you will be part of the Payroll Consultants team. This team is in charge of personnel administration and salary calculation for a portfolio of local or foreign clients based in Luxembourg.

You will move towards the management of your own portfolio of clients for which you will become the privileged interlocutor: management of payroll and administration queries, assistance and advice for any question in relation with the administration of the personnel, social legislation, law work etc.

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### YOUR PROFILE:

- > Do you have a first internship experience in salary management (either within different companies or with a service company) or in human resources?
- > Holder of a Bachelor or a Master Degree, you have completed a training in human resources, law, management, accounting or any other field related to economics or figures (a specialization in Human Resources or Administrative Management would be an asset),
- > You are fluent in French and have a good command of English or German.
- > You master MS Office IT tools (proficiency in EXCEL mandatory), Apsal's knowledge being an asset
- > Do you like working in a team, sharing your knowledge, being independent and committed to hard-work?
- > Do you like working with numbers, have strong administrative skills and are resistant to stress?

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### OUR OFFER :

We offer you to evolve in a young, dynamic and international framework, within a multidisciplinary and experienced team. In this context, you will have the opportunity to apply and develop your HR management skills in a professional context.

We also offer you a competitive salary package.

Please send a cover letter and CV to [recruitment@securex.lu](mailto:recruitment@securex.lu) to the attention of **Nadège Bertrand** with 2018- SGSPC reference.