



At Flen Health, we are committed to providing our customers with outstanding service delivered by outstanding people. We understand that to attract and retain the best people we must be equally committed to providing the very best in career opportunities. Become part of the team and follow our motto: **Live the life you love**

HR & Admin Assistant - Luxembourg office (m/f)

We are looking for an experienced, professional and self-motivated person to provide full support to the HR Luxembourg and Germany. We are looking for immediate employment.

What we offer:

- An innovative and dynamic work environment
- Independent activities & responsibilities within a professional team
- career prospects
- training opportunities
- permanent position

Your responsibilities:

- Administrative duties relating to the maintenance of HR records such as employee absence and annual leave records, health and safety, employee engagement, pensions and recruitment
- Administrative and organisational support of the German Sales team
- Providing proactive support, including back office management, event planning and drafting minutes and correspondence
- Fielding/managing calls and emails and being the first point of contact for enquiries by telephone
- Researching information and preparing reports, presentations, documents, letters and emails collation and distribution reports
- Booking meeting rooms, general set up for meetings and arranging and occasionally attending events
- Prioritising and responding as appropriate, maintaining quality standards and attention to detail

Your profile

- At least 2 years of experience in an HR function with demonstrable success
- Strong PC literacy - Microsoft Office Applications (Word, Excel, PowerPoint)
- Ability to work pro-actively in a friendly and enthusiastic manner with a wide range of people, both remotely and in person
- Confidentiality and discretion when dealing with sensitive information is essential
- Effective time management, prioritization, the meeting of deadlines and the capacity to manage a busy workload
- You have excellent verbal and written communication skills in English and German. French will be considered as an asset

Company description

In 2000 the today's CEO and former pharmacist Philippe Sollie founded the company Flen Pharma. Due to a tragic accident - during a family BBQ a little girl suffered severe burns. She was admitted to a burns unit but it soon became apparent that she was allergic to the existing treatment products - therefore Philippe Sollie developed together with specialists an innovative wound care product, called Flamigel®. Today Flamigel® is marked leading in Belgium.

Moreover, in 2003 and 2007 the products Flaminal® Hydro and Flaminal® Forte were successfully introduced to the market. Flaminal® is used in hospitals and further health care institutions worldwide. More products like Flamirins®, extra calm® and Flamigel® RT followed.

The head office is located in Luxembourg. Further branches are in Germany, Belgium, Netherlands and UK. The company is 100 employees strong and changed its name to Flen Health in 2017.

What keeps us motivated and ambitious is the fact that there is still so much suffering to relieve in so many patients. **“I am convinced that our focus on the patient, the fact that the patient is at the centre of everything we do, is the basis for the innovative and unique nature of our products”, Philippe Sollie, founder and CEO of Flen Health.**

Are you interested in working with a pleasant and very dedicated team?

Convince us with an appealing application. Please send your application, CV and motivation letter to the following email address: recruitment@flenhealth.com

Contact:

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