

# SPARINVEST SEEKS OFFICE & HR ADMINISTRATOR (PART-TIME - 70%)

Do you enjoy dynamism and variety at work? Are you focused and at the same time capable of juggling with a variety of tasks?

We are looking for a solution-oriented, multi-skilled and well-organized Office & HR Administrator, reporting to both local Senior Management and HR.

## Your role

Become part of our successful journey at Sparinvest and join us to strengthen our team.

You will be working in close collaboration with the local Management and HR as well as the team in Luxembourg. You are responsible for handling matters surrounding the office logistics and contributing to the smooth functioning of the office.

In addition, you will be responsible for HR-administrative matters, with the mission of maintaining and developing a positive work environment in mind.

## Your main tasks

- Coordinate logistics management tasks and office related services (e.g. post and telecommunication, office equipment, facilities coordination)
- Handle daily office related and HR administrative matters and questions
- Ensure proper office related contract and provider management
- Administer our benefit package (pension plan, insurances, lunch vouchers, etc.)
- Take care of the tracking of the leave and absence management
- Support in payroll in collaboration with our external service provider

## About you

- At least 2 to 3 years' experience in a similar function
- Experience in payroll, benefit management and/or HR administration a plus
- Strong skills in MS Office applications and at ease in learning new applications
- Fluent in English, both spoken and written; French, German or Danish being an asset
- A real team player with a positive approach and willing to help
- Good time management discipline to meet agreed deadlines
- Rigorous, attention to details and passion to deliver quality work
- Enthusiastic, flexible, and hands-on with a can-do attitude.

## Are you interested?

Please submit your application in English to [cwe@sparinvest.lu](mailto:cwe@sparinvest.lu).

If you have any questions about the position or Sparinvest in general, please contact us by using the above email address.

## About us

Sparinvest was founded in 1968 in Denmark, and with pan-European operations in Luxembourg since 2001. Sparinvest is an international boutique asset manager, which consists of approx. 75 people. We have a winning culture where leading competencies are developed in strong teams based on four strong values: Drive, Decency, Prudence and Presence.

Sparinvest is part of the Nykredit Group. Its parent company, Sparinvest Holdings SE is owned by the Nykredit Group as well as other Danish institutions. Sparinvest S.A. serves as legal head office of the organization with close to 30 staff members in

Luxembourg, integrated into a wider group organization with foreign branch offices in Denmark.

Sparinvest S.A. is a Luxembourg fully fledged Super ManCo covering UCITS and AIFs alike and distributing its Luxembourg SICAV cross-border across 15 jurisdictions, where the SICAV is currently notified for

marketing and distribution. Sparinvest is dedicated to the United Nations Principles for Responsible Investment.

Read more about the Sparinvest Group at

[www.sparinvest.eu](http://www.sparinvest.eu)