

Get in the game.



Join our Advisory & Consulting teams in Luxembourg for a :

Internship - Administrative assistant for fund reporting services (m/f) – job based in Luxembourg

Our fund reporting team, with its in depth experience of all aspects of the investment fund industry, is known for providing an array of high-quality reporting services.

Do you want to be a part of it? Give your career the green light and join us!

About the role

- Providing a high level administrative support to the fund reporting team
- Maintaining accurate, up to date and useable date base and reporting through regular data entry
- Compiling financial reports for fund investments
- Performing quality control of documents' layout

About you

- Two or three years degree in secretary
- Good command of MS Office (Word, Excel, PowerPoint)
- Rigorous and details oriented mindset
- Ability to face deadlines and to support a busy team
- Fluency in French with a good level of English

If you're ready to take your career to the next level in a challenging international environment, focusing on continuous learning, dynamic teamwork and cutting edge solutions for clients, you're ready for Deloitte!

About Deloitte Luxembourg

Deloitte Luxembourg, with around 1,200 employees from more than 46 countries, is a member of Deloitte Touche Tohmatsu, one of the world's leading professional services firms in Audit, Tax, Financial Advisory and Consulting. Every day, our multidisciplinary teams work together to offer innovative solutions to our clients' complex issues.

At the heart of Europe, Luxembourg is a cosmopolitan economic center. The thriving diverse cultural life, the many sporting activities and its vast open spaces make Luxembourg unique and a great place to live.

Further discover Luxembourg and how you can benefit from a career with Deloitte on our [career's website](#).