

MDO Management Company is a UCITS management company and an Alternative Investment Fund Manager with offices in Luxembourg and Dublin. MDO Management Company services over 70 clients from around the globe and acts as management company of over 50 investment vehicles with assets under management exceeding EUR 26 billion.

In this context of growth, MDO Management Company is currently recruiting a:

## HR Trainee

As an **HR trainee**, you would be involved in the whole HR cycle and support the team within their HR projects and day-to-day activities. Your main duties and responsibilities will be:

- Actively participate to HR projects (digitization, processes and procedures review, ...)
- Assist with the recruitment and on-boarding process ;
- Support various administrative tasks;
- Support the HR team for the production of various reports and statistics;
- Assist with the organisation of training courses;

In a nutshell, as an HR trainee you'd gain experience of all aspects of HR within a friendly environment including just over 60 employees.

### Your Profile:

- You are currently in the process of being graduated with an HR or General Administration degree;
- You are available for a 6 months-internship or a part-time one year program shared between your studies and a first job experience;
- We would also require:
  - Strong verbal and written communication skills; administrative and organisational skills
  - The ability to act in a confidential and sensitive manner
  - The ability to work accurately, with good attention to details
  - A very good command of French and English;
  - A very good command of Microsoft Office

### Our offer:

We offer you a diversified and strong first professional experience competitive, with training in the field adapted to your needs. Working at MDO also means joining a growing company, a friendly, dynamic and multicultural team of over 60 people, within a flexible working schedule environment where work/life balance counts.

**Interested?** This is your chance to apply now! Please send us your application, which will be treated with the strictest confidentiality.

E-mail to [HR@mdo-manco.com](mailto:HR@mdo-manco.com).

### **MDO Management Company S.A.**

19, rue de Bittbourg  
L-1273 Luxembourg  
PO Box 53  
L-2010 Luxembourg

T. +(352) 26 00 21 1  
F. +(352) 26 00 21 499  
info@mdo-manco.com  
www.mdo-manco.com

RCS number  
B96 744  
VAT number  
LU20205222

Bank account  
BCEE  
IBAN LU20 0019 3955 6269 2000  
BIC BCEELULL