



Private Assistant

ICN is a dynamic and fast-growing **European Real Estate Developer and Investor**, currently operating in the **Grand Duchy of Luxembourg, Belgium, and The Netherlands**. The company's tagline, 'exceptional projects at outstanding locations', reflects ICN's unique capacity for detecting hidden gems for both end-users and investors and turning these unique opportunities into added value for all stakeholders. With our development projects, we reimagine spaces of togetherness and dedicate our resources to creating futureproof places to live and work in. Our investment products allow investors to indirectly invest in high-quality real estate and benefit from superior returns. With a successful development track record of over 25 years, a team of 30 people and a considerable turnover pipeline nearing € 1.4 BN by 2027, ICN is looking for YOU to support its growth strategy.

[icn.eu](https://www.linkedin.com/company/icn-development) - <https://www.linkedin.com/company/icn-development>

The **Private assistant** will be based in **Luxembourg** to provide high level and personal support to the CEO to minimize administrative job requirements of the CEO through efficiency, prioritization, organizing, and time management.

How you could invest your talent, expertise and motivation:

1. In personal Secretarial & Administrative Support:
 - handle all administration, filing, archiving
 - follow-up and preparation
 - payment management
 - prepare letters, mailings
 - project presentations
 - handle and prepare administration
 - personal travels
2. In supporting meetings:
 - prepare agendas
 - participate in presentation preparation and ad hoc projects
 - take minutes
 - prepare actions list
 - follow-up actions with focus on priorities
 - organize internal and external meetings
 - arrange and optimize use of technical equipment for meetings

3. In correspondence / communication:

- handle incoming and outgoing calls (screening, answering, advising, or connecting)
- monitor and manage inbox pro-actively considering priorities
- handle incoming post

4. In time travel & office management:

- manage calendar, meeting, congresses schedule
- business travel organisation
- manage agenda autonomously with high impact on time management
- excellent understanding of strategy and priorities of organization

Who we are looking forward to meeting a candidate:

- with Bac+3 or similar
- with a minimum of 5 years' experience in supporting CEO or top senior managers
- with High CONFIDENTIALITY
- with a strong organizational and planning skills
- with a spirit of positiveness who takes initiative
- with an ability to work well under pressure
- able to analyse and set priorities and act accordingly
- with an excellent time management skills and ability to multi-task
- with an attention to detail and problem-solving skills
- with an excellent written and verbal communication skills
- with an excellent knowledge of MS Office and who is comfortable with IT tools
- fluent in French & English (C2), Dutch and/or German would be an asset

What we are happy to offer:

- The opportunity to join a very dynamic & growing group located in Luxembourg, Belgium (Brussels) and The Netherlands (Amsterdam)
- A varied and autonomous function with an attractive salary package in line with your skills and experience
- A stimulating environment with clearly defined values and respect for each other and for work-life integration (flexible office hours, state-of-the art equipment, education, team building events)
- A futureproof company with a clearly defined ESG-vision

Sounds like a match?

Send you CV with a motivation letter to: jobs@icn.eu

ICN

#strongertogether

