



JUNIOR PROJECT MANAGER (6-MONTH INTERNSHIP)

You want to have a **rewarding** experience in a **consulting firm** and discover the world of **innovation** and **transformation** while working in a **challenging** and **multilingual** environment: this internship opportunity is for you!

Who are we?

Established in **Luxembourg** in **1995**, Luxfactory is a **partner of excellence** in the Greater Region (**Belgium, France, Germany, Luxembourg**) in terms of **innovation** and **transformation**. Historically focused on the SME market, Luxfactory has seduced a large portfolio of large companies through three main core values:

Dedication

Our team are **creative** people and experts in their fields, knowing the market and fully dedicated to their missions.

Adaptability

The proximity we maintain with our clients is a major quality in our **ability to respond quickly and efficiently** to each of their questions. It is absolutely the same proximity for team members.

Client intimacy

Our customer-centric **strategy** has enabled us to build a strong **reputation** in Luxembourg and the Greater Region. Our **priority** is to build customer **loyalty** and provide services adapted to the new issues facing business leaders and managers.

(www.luxfactory.com)

What will be your mission?

As a **Junior Project Manager**, you will support the Management Team in:

Sales

Build new clients' relationships for Digitalisation & Advisory practices:

*Luxfactory, a **Fit4Digital** certified partner by the Ministry of Economy, performs **audits** and **IT implementation missions** for SMEs and larger companies. In this context, Luxfactory is searching for a profile capable of building relationships with new clients in Luxembourg, Belgium, and France:*

- Segmentation of the SME market via public directories (Editus, Kompass);
- Client verification and pre-qualification based on company financial data (KYC);
- Contact and presentation of Luxfactory value proposition;
- Customer commercial follow-up and pre-sale support.

Support the management team in customer relations:

- Draft commercial offers;
- Create layouts for formal communications.

Branding Strategy & Animation of Luxfactory Community

- Rethink & update the corporate website in collaboration with the Management team;
- Perform regular media and technical analysis on data trends;
- Optimize the use of networks;
- Deliver corporate messages on social networks;
- Partnerships follow-up;
- Organize business events;
- Design and create the monthly newsletter.

What profile are we looking for?

- Good customer and people relationship management, enjoying discussions, curious and open-minded;
- Proactive behavior;
- Master social network communications (LinkedIn, Meta Business Suite);
- Good knowledge of web design tools (WordPress, Wix, Canva);
- Well organized;
- Good writing skills;
- Creativity.

**French and English are mandatory (German and Luxembourgish are an advantage).
A driving license is required.**

Details about the position

- Starting as soon as possible;
- Duration: at least six months with an opportunity to become permanent;
- Paid internship + commissions.

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