

Admin & Finance Analyst



 Luxembourg	FAMILY
 Dès que possible	FUN
 VIE	EXCELLENCE

TALEO is a global independent management consulting group.

With offices in Luxembourg, Amsterdam, Brussels, Geneva and Paris, TALEO provide customers with tailored and innovative solutions. From a strategic approach to the operational implementation of projects and systems, we constantly seek to create value. What makes us special is the combination of a unique blend of industry expertise, best-in-class transformation skills and a unique working culture.

We are currently recruiting a **multi-task financial, accounting & administration position**. This is a great entry level position with opportunities for professional growth and development.

Your Role ?

You will work directly with the **Partners and the Office Manager** to support business growth and

- Participate to the payroll management
- Compile revenue and statistical data for a variety of projects, such as producing monthly variance analysis reports, forecasting revenues, and identifying trends
- Develop and manage projects and initiatives
- Investigate new potential rating variables, exploring external data sources and internal data capture strategies
- Analyze various strategies and initiatives to support business growth
- Troubleshoot processes and resolve complex issues.
- Implement best practices in analyses
- Assist the office manager on the daily tasks (staff and office administration)

Our target ?

Our model focuses on finding the right candidate for the right position. Whether you are fresh out of business school and looking for your first job with a start-up spirit, or with few years of experience looking to redirect your entry level career, this challenge is for you. To learn more, visit our website at www.taleo-consulting.com

Qualification ?

- Bachelor's degree is required. Finance, Economics Accounting, Math, Statistics or similar quantitative or Business School with Finance as specialty.
- 0-3 years of professional experience (related experience is a plus but is not required)



Admin & Finance Analyst



- Highly Proficient with Microsoft Excel
- Very strong verbal and written communication skills in English and French
- Be very flexible and proactive.
- Very dynamic and not scared of any challenges.

Interested ?

Send us your resume to marine.causse@taleo-consulting.com

