



PayGate S.A.

Company Name:

Job Title:

Office Assistant

Location:

Luxembourg City

Reports to:

CEO of PayGate S.A

Division / Department:

Secretary/ Customer Service

Type of position:

Full-time

Paygate S.A will offer a dynamic Business solution in Payment and Remittance Industry. Based upon its management expertise over the last two decades, it envisions becoming a Key Player in the European Market creating value to its Merchants, Partners and Stakeholders.

We are looking for a professional Candidate for FinTech Sales who has good knowledge in Digital Marketing and Customer Service. The Candidate must be local or foreign currently residing in Luxembourg.

Working Hours : 6 hours a day.

Working Days per Week : Only three or four days a week

Total Working Days in a Year : 140 to 180 working days in a Year.

Benefits : Subjected to the Luxembourg Labor Law

English & French Willing to Travel abroad

Basic Microsoft Computer skills

Key Profile:

- Bachelor degree in Management/Economics
- 1 ~ 3 Years Office Management Experience
- Absolutely trustworthy with high standards of personal integrity;
- Rigorous and methodic;
- Strong communication skills;
- Analytical mind and ability to synthesize;
- Knowledge on Remittance and Payment Industry
- Fluency in English and French. Any other language will be appreciated.

Disclaimer:

Paygate doesn't discriminate on the basis of Color, Race, Religion, Background.