

is looking for an

Internship Programme Office (m/f)



Job Category : Internship

Profil

Minimum required criteria

- You are finalizing your studies in Business Administration or Management and have a specialization in Project Management and / or Communication
- Great attention to detail without losing sight of the big picture
- Ability to work independently without much supervision
- Self-confidence and strong interpersonal skills
- Excellent written communication skills (English, French)
- Proactive, able to build strong relationships and ability to drive projects in virtual and multicultural teams
- Excellent organizational skills, event management experience advantageous
- Demonstrated ability to lead projects and drive change within assigned tasks
- Very good writing/editing skills
- Strong facilitation & presentation skills
- Excellent time management and prioritization skills
- You have excellent skills applying and using communication-systems and web based tools (Sharepoint), MS Office (Excel, Word & Powerpoint a must, MS Project advantageous)

Applicants who are no longer registered at a school, academy or university will not be considered for this internship

If you are interested in this position, please go to www.luxairgroup.lu and apply online.

Contact Information - Human Resources

Department: recruitment@luxair.lu
LuxairGroupLuxembourg
L-2987 Luxembourg

Main duties

The aim of the Internship is to support the roll-out of the PMM and the Group Portfolio Management governance.

- Help develop the templates and guidance documents (content, layout, obtain sign-off) approval
- Help complete and maintain the project inventory in these initial stages of the Portfolio governance
- The person will have also to review the possibilities of simplifying this activities in the long term
- Ensure that monthly reports are in on time (incl. chasing) and of sufficient quality
- Help produce monthly SC committee reports based on the project reports received
- Help identify the requirements, develop and maintain the content of the intranet site for Project Management)
- Help organize the training that is part of the roll-out
- The person needs review the options for maintaining that knowledge for the future, maybe even create training modules
- Help on some studies in order to gather more information and help finalizing specifications and also support in some projects

The candidate will have to understand quickly the Project Management Method, the governance model and the company organization

this internship is a great opportunity to gain a good insight into setting up a PMO and introducing Project Management and Governance into a business. The candidate will also have the opportunity to demonstrate his / her capacities and will have direct contact to different kind of people through the company.