



## HR Administrator/Assistant

CJ AP HR\_PERM



## Key Information

📍 Location: Luxembourg

📅 Deadline: Permanent call

👤 Grade: AD5-7/AST1-3

🎓 Temporary agents

## The Court's mission

The Court of Justice of the European Union (CJEU) lies at the heart of European justice. As the judicial authority of the Union, it works in close collaboration with national jurisdictions of the Member States to ensure the consistent interpretation and application of the EU Treaties and law. As an employer, the CJEU strives for excellence and values multilingualism, inclusiveness, diversity, and collaboration.

## Who will be your team?

You will join the Human Resources Directorate, which brings together the Talent Selection, Rights Management, Working Conditions and Talent Development Units. According to your profile, you may support activities linked to recruitment, rights and entitlements, staff well-being or professional growth, within teams committed to effective and people-focused HR services.

## What impact will you make?

You will contribute to HR processes that help attract, support and develop staff throughout their career. Your work will strengthen the reliability of information, the responsiveness of services and the overall experience offered to staff and managers.

- As an administrator (AD), you will contribute to the design, coordination or analysis of HR processes and policies, and support decision-making by providing structured input, assessments or strategic recommendations.
- As an assistant (AST), you will support the day-to-day implementation of HR processes by preparing, organising and following up files and actions, ensuring their accuracy and timely execution.
- You will foster cooperation with staff, managers and institutional partners to facilitate consistent HR support and smooth coordination across services.
- You will help improve HR tools, workflows and practices by identifying practical solutions and supporting initiatives that strengthen quality and efficiency.
- You will contribute to preparing, updating and sharing HR information materials and communication tools to ensure clarity, accessibility and usefulness for staff.



# Are you who we are looking for?

## Basic qualifications:

- AD: University studies of at least 3 years attested by a diploma.
- AST: Post-secondary studies attested by a diploma, or secondary education giving access to post-secondary studies with at least 3 years of appropriate professional experience.
- A thorough knowledge of one of the EU's official languages and a satisfactory knowledge of another. For working reasons, good knowledge of French or English is required for an AST position, both for the AD position. These two languages are essential for drafting and processing administrative documents, coordinating between services and engaging in interinstitutional exchanges.

## Desirable qualifications:

- Ability to analyse and structure information, ensure accuracy in HR data and follow rules consistently
- Capacity to communicate clearly and professionally, including drafting notes or guidance when required and to adapt your approach to different audiences
- Good organisational skills, ability to structure work, coordinate tasks and meet deadlines, as well as ease with digital tools, with readiness to learn new systems or working practices
- Experience in HR or people-related tasks (e.g. recruitment, rights administration, learning) and/or interest in contributing to projects or process improvements

## We care about you!

 <b>Multicultural environment</b>	 <b>Life-long learning</b>
 <b>Attractive remuneration and allowances</b>	 <b>Sports centre</b>
 <b>Work from home possibilities</b>	 <b>Flexible working hours</b>

**Before applying, check the recruitment process  
by clicking or scanning this QR-code:**



**Apply now!**

