

Move securely within the cyberworld

itrust consulting s.à r.l.

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Junior assistant – document management

itrust consulting is a leading actor in the information security domain in Luxembourg, specialized in providing security services such as consultancy, technical and organizational audits, technical expertise, research and development and best practices-based security training in a dedicated training centre.

We are looking for a motivated candidate skilled in dealing with documentation, eager to support our information security consultants. With your abilities you will keep our security documentation up to date and prepare security documentation for our customers efficiently for further internal processing.

Context

itrust consulting has an opening for a junior assistant enhancing our team in the context of information security, experienced and proficient in the use of MS Office tools, continuously searching for new (automated) tools to make our document management process even more efficient.

Your role and tasks

- Supporting our CISO (Chief Information Security Officer) in the management and continuous improvement of our information security documentation;
- Implementing updates and content changes in the security documentation for our customers;
- Assisting our security consultants in their project management tasks;
- Searching for new tools enabling automated document support and train the team accordingly.

Profile of the candidate

- Possessing either of a technical / social BAC completed by 1-year in a similar position or a CATP enhanced by 3 years of experience in document management or having worked in a PMO;
- Alternatively: beginner with proven experience in document management using MS Office tools;
- Easy handling of software tools, experience in PM and knowledge in information security is a plus;
- Fluent written and verbal communication skills in English and French (Luxembourgish or German considered an advantage);
- Quality review incl. spellchecking of all kinds of documents (supported by tools);
- Capability to work independently and within a team, based on pro-activity and autonomy.

What we offer you at itrust consulting

- Competitive working conditions and stimulating learning environment;
- An international environment and the opportunity to collaborate with security engineers and experienced consultants, both internal and for customers.

To apply, please send (in PDF format) your most recently obtained diploma(s) or certificate(s), an updated CV and a letter of motivation to Marianne Guérin (info@itrust.lu).