



Loterie Nationale, Luxembourg

Job Profile – Compliance & Human Resources Officer (CDI – part time)

About Loterie Nationale

Loterie Nationale is the public gambling operator in the Grand-Duchy of Luxembourg. Our product range includes draw games (EuroMillions, Lotto, Zubito, High 5, Eurodreams), scratch games (Rubbel), virtual lottery terminals (Videolot) and sportbetting (PMU and LoterieSport). Our offer is distributed through 600 points of sales and online. Loterie Nationale is committed, from the design of its games to their sale, to preventing the development of excessive gambling behaviors and protecting minors, thanks to the implementation of a structured program of responsible gaming.

Loterie Nationale has been managed by Œuvre Nationale de Secours Grande-Duchesse Charlotte since 1945. Whole of the gaming profits made by Loterie Nationale are transferred to Œuvre Nationale de Secours to finance its philanthropic activities within the social, cultural, environmental, health & sports and memory & heritage areas.

Loterie Nationale is recruiting a part-time **Compliance & Human Resources Officer** to assist our Head of Legal, Compliance & Human Resources and to deal with challenging and different matters on a daily basis.

Key responsibilities

- **Human Resources**
 - Recruitment process: follow-up of job offerings and applications, review CVs, reply to applicant, schedule and attend (when necessary) interviews,
 - Prepare employment contracts,
 - Manage onboarding process...
 - Trainings: organize trainings, manage attendance, reporting...
 - Follow the yearly staff appraisal process
 - Management and maintenance of employees' files,
 - Absence: follow up employee's absence for sick leaves, holidays, maternity leave, home working...
 - Prepare KPI and reporting,

- **Compliance**
 - Perform compliance controls in AML and GDPR matters

- **General**

- Proactively contribute to the functions success by actively seeking to improve and facilitate working processes,
- Review policies and procedures,
- Carrying out reporting activities,
- Assist Head of Legal, Compliance & Human Resources for ad hoc matters.

Candidate profile

- Bachelor's in Law, Compliance or Human Resources
- Successful experience (at least 3 years' experience) in a similar position or in Human Resources or Compliance
- Excellent proof reading
- Excellent attention to details
- Ability to handle sensitive and confidential information
- Dynamic, supportive, and easy to work with
- Curious, creative and eager to learn new things
- Fluent in French and good knowledge in English
- Luxembourgish can be an asset

Please send your application including CV and cover letter to: job@loterie.lu

Note: Loterie Nationale reserves the right to request a copy of the successful candidate's criminal record.