

Building Manager Assistant (M/F) – Fixed-Term Contract (until 31/12/2026 at the latest)

Designed by internationally renowned architect I. M. Pei and inaugurated in 2006, Mudam is a leading cultural institution in Luxembourg and the Greater Region. Its iconic building houses a contemporary art collection of international scope.

Located in Europe, at the heart of a cosmopolitan country where no fewer than 179 nationalities coexist, we aim to reach all communities and foster their access to contemporary art. It is important to us that the museum be a living space for dialogue, accessible to all, where questions facing our contemporary society can be raised and debated. We are committed to a more inclusive, tolerant and responsible world, in which museums play a privileged role in passing on our cultural heritage to future generations.

To support our Building Manager in the operational management, logistical monitoring and day-to-day administrative coordination of the site, we are looking for a Building Manager Assistant on a fixed-term contract.

Mission

- **Internal activity calendar management:**
 - Coordinate and monitor schedules to prevent conflicts (maintenance operations, private venue hire, public access, artistic programming and rotations).
- **Document and technical records management:**
 - Retrieve and file administrative and technical documents in physical and digital archives.
 - Centralise contracts and technical reports for transmission to key partners (e.g. Global Facilities).
 - Maintain equipment inventory tracking.
- **Basic procurement management:**
 - Raise and monitor purchase orders for routine supplies and small equipment.
- **Building Helpdesk coordination:**
 - Receive, qualify and route user requests to the relevant service providers.
 - Ensure rigorous follow-up from request to resolution and keep requesters informed throughout.

Profile

- Academic background at Bac+2 to Bac+3 level, ideally holding a BTS or a Bachelor's degree in Engineering (specialising in Construction & Facility Management).
- Experience in an Office Manager role with an affinity for building/facilities management.
- Motivated, dynamic and detail-oriented.
- Strong ability to coordinate shifting schedules and cross-functional activities.
- Administrative rigour : precise tracking of procedures, purchase orders and filing.
- Strong interpersonal skills and a service-oriented mindset : excellent written and oral communication to liaise between internal users and external service providers.
- Initiative and research skills : ability to navigate technical archive files.
- French and English are mandatory. Luxembourgish and/or German are an asset.

Mudam promotes diversity, inclusion and equal opportunity, and reviews all applications without discrimination.

Please send your CV and cover letter in French or English, quoting the reference **Mudam/BAT**, to the HR department at: recruitment@mudam.com.