



**FANUC**

## PROJECT SUPPORT INTERN

**Location: Echternach**

**Contract type : Internship (4-6 months)**

FANUC is the world leading provider of factory automation.

The company focuses on 3 activities: CNC, Industrial Robots and Machines (Wire EDM - Machining Centre - Electric Injection Molding Machine).

FANUC Europe Corporation is the European Headquarter in Luxembourg. Our 300+ employees provide a full range of services to our 25 European subsidiaries. This includes European Sales and Service, Technical Support, Supply Chain, Parts and Repairs, as well as Marketing, Human Resources, IT, Compliance, Legal and Administrative Support.

Very close to its employees and based on strong human values, FANUC Europe Corporation offers you a dynamic professional career. QUALITY, RESPECT and PASSION are the fundamental values of the FANUC company.

### YOUR MAIN TASKS

- ✓ **Administrative Tasks:** Assisting with scheduling meetings, managing calendars, preparing agendas, and taking meeting minutes;
- ✓ **Documentation Management:** Maintaining project documentation, including plans, reports, contracts, and communication records;
- ✓ **Project Support:** Providing support to the project manager as needed, including tasks related to scheduling, budget tracking, and coordination of project team activities.

### YOUR PROFILE

- ✓ Currently pursuing a degree in Business Administration/Management, Project Management, or a related field;
- ✓ Be fluent in English (C1);
- ✓ Proficiency in Microsoft office (e.g., Excel, Word, PowerPoint);
- ✓ Excellent attention to detail and the ability to meet deadlines in a fast passed environment;
- ✓ Effective communication and teamwork skills, with a willingness to collaborate across departments/subsidiaries;
- ✓ A proactive and curious mindset, eager to learn and take on new challenges.

**Only applications from students enrolled in a Luxembourg or foreign educational establishment will be considered.**

**To apply, please send your application to [jobs@fanuc.eu](mailto:jobs@fanuc.eu)**

*English is our company language. Therefore please ensure that you send your application (cover letter and CV) in English for smoother processing. Please note that we are located in the Industrial Zone in Echternach. It is thus highly recommended that applicants have personal vehicle as public transport options are limited.*