

Great change is here.

**Linklaters**



Are you ready?

## Overview

As part of a leading global law firm, our Luxembourg HR team plays a central and critical role in building the firm's competitive advantage. We continuously strive to further develop and implement HR initiatives that promote a more collaborative, open, supportive and rewarding working environment. Our HR strategy rolls out ambitious plans for attracting, developing and retaining talent and this constitutes the cornerstone of **Linklaters** Luxembourg which makes us **Naturally different**.

In order to reinforce our team, we are looking for a dynamic:

### **HR Assistant (m/f - CDI - full-time)**

## Key responsibilities and challenges

You will be responsible for providing day-to-day support to the HR team, you will work on several HR tasks linked to:

- Carry out all administrative tasks
- Support recruitment process
- Participate on the follow-up of the Engagement survey
- Take part in local and global HR projects; Health & Wellbeing, DE&I, ad hoc European projects (Making links, one seat Europe..)
- Update intranet pages for the Luxembourg office
- Assisting the Head of HR Luxembourg on various projects and presentations
- Creating and updating HR Brochures, Employee handbook and documentation
- Manage HR reports and statistics

These tasks may vary depending on workload and your evolution.

## About you

- Bachelor's or Master's degree specialized in Human Resources or equivalent;
- Previous experience in Human Resources;
- Fluent in written and spoken English and French, German or any other language would be considered an asset;
- Strong knowledge of Luxembourg labour law and regulations;
- Keep up to date with the latest HR trends and best practice;
- Good computer skills with good knowledge of Office Pack;
- Knowledge of an HRIS, such as Workday, would be considered an asset;
- Dynamic and team player;
- Excellent organizational skill and a high sense of confidentiality;
- Positive, proactive attitude;

- Excellent communication and interpersonal skills.

**Thrilled by this opportunity?**

If this opportunity is the challenge you are looking for, please apply online.

For any further information, please visit our [website](#) or [Facebook](#) and [LinkedIn](#) pages.

**Confidentiality guaranteed**