

## Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that aims to hit the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

Luther is a founding member of unyer ([www.unyer.com](http://www.unyer.com)), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking to recruit a **Personal and Legal Assistant** to support our Insurance & Reinsurance Department.

## Personal and Legal Assistant (m/f/d) Permanent Employment Agreement – Part Time

### Your tasks:

- Personal assistance to the Partner in charge of Insurance & Reinsurance Department, and assistance to the lawyers of said department;
- Follow-up of files;
- Assistance in litigation files with the support of our Paralegal Department;
- Client/matter opening;
- Handling of incoming and outgoing correspondence;
- Administrative tasks (drafting of documents, document formatting, printing, scanning, e-filing, emailing, time sheets review before invoicing, etc.);
- Planning and scheduling of internal and external meetings, including the coordination of appointments, room bookings, agendas, equipment, and travel arrangements;
- Documents filing and archiving;
- Back-up of the administrative secretariat.

### What we offer:

- An attractive salary package;
- External trainings (incl. soft skills) and internal trainings;
- A dynamic and friendly work place;
- Regular team events.

### Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following email ([lu.recruitment@luther-lawfirm.com](mailto:lu.recruitment@luther-lawfirm.com)) with the SUPPORT reference.

**Start Date:** as soon as possible

### Your profile:

- **Qualification:** Bachelor's degree in the secretarial field (or equivalent);
- **Experience:** At least three to five years' experience;
- **Skills:**
  - Fluent in English and French (written & spoken);
  - Excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
  - Excellent ability to communicate in a professional context and efficient manner;
  - A great sense of team work and ability to liaise with colleagues and service providers;
  - Autonomous and self-starting individual who can work both on their own initiative and within a team;
  - Proactive with optimal organisational and time management skills;
  - Ability to consistently deliver high-quality work.

Bangkok, Berlin, Brussels, Cologne, Delhi-Gurugram, Dusseldorf, Essen, Frankfurt a.M., Hamburg, Hanover, Ho Chi Minh City, Kuala Lumpur, Jakarta, Leipzig, London, Luxembourg, Munich, Shanghai, Singapore, Stuttgart, Yangon

Legal Advice | [www.luther-lawfirm.lu](http://www.luther-lawfirm.lu)

