## BSP is looking for a

Knowledge Manager

Ref. **UUDLGU4F**- please mention this reference number when submitting your application.

### Job Description

We are seeking a highly motivated and experienced Knowledge Manager to join our team in Luxembourg. As a Knowledge Manager, you will be responsible for managing the knowledge and information of the law firm, ensuring that it is easily accessible and available to all. You will also be responsible for developing and implementing strategies to improve the law firm’s knowledge management processes.

**Job Type**: Full-time

**Salary**: Competitive

### Responsibilities

* Develop and implement knowledge management strategies and processes
* Ensure that knowledge and information is easily accessible and available to all employees
* Manage the law firm’s knowledge management systems
* Develop and maintain relationships with key stakeholders
* Provide support in the issuance of legal updates to the client data base
* Provide training and support on knowledge management processes

### Requirements

* Bachelor’s degree in a relevant field
* 3+ years of experience in knowledge management
* A perfect command of French and English; a good knowledge of German is considered a distinct advantage.
* Strong communication and interpersonal skills
* Excellent organizational and project management skills
* Ability to work independently and as part of a team

We offer a dynamic and challenging work environment, opportunities for professional growth, and a supportive team culture.

If you are interested in this position, via the [Careers](https://www.bsp.lu/careers) page mentioning the reference number **UUDLGU4F**.

All applications will be treated strictly confidential.