# GSK Stockmann is a leading independent European corporate law firm with over 250 professionals and offices in Germany, Luxembourg and the UK. Drawing on wide-ranging expertise, our dedicated teams find individual solutions for clients´ needs. Our advice combines an economic focus with entrepreneurial foresight. That is what is behind: Your perspective.

We are looking for **a Paralegal / Legal Assistant / (m/f/d)**:

**Responsibilities**:

* supporting the legal business teams;
* drafting, editing, compiling and finalising communications and documents including legal correspondence;
* providing assistance in standard or legal translations;
* liaising and organising filings, subscriptions and registers with Luxembourgish Authorities and
* assisting in administrative tasks on demand.

**Profile:**

* relevant education and at least 3 years of experience as Paralegal or as Legal Assistant in a Luxembourgish law firm;
* motivated, organised, proactive and flexible individual with the ability to work both autonomously and in a team; and
* fluent in French and English, German and other languages will be an asset.

**We offer:**

* an attractive remuneration adapted to your qualifications, experience and performance;
* a multicultural working environment in a young and dynamic department working as a close team;
* training and development opportunities.

Please forward your CV and application letter in English to the attention of:

GSK Stockmann SA

44, avenue John F. Kennedy

L-1855 Luxembourg

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