

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, In-vestment 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 hits 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), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking to recruit an **Paralegal Officer / Legal Assistant** to support our secretariat in Luxembourg.

Paralegal Officer / Legal Assistant (m/f/d) Permanent Employment Agreement – Full Time

Your tasks:

- provide assistance to the lawyers in our different legal departments;
- drafting/duplication of basic legal documentation such as corporate deeds, contracts etc;
- standard translations;
- extensive proofreading of prepared documentation;
- arrange for any publications at the Luxembourg Business Registers (RCS & RBE);
- legalization/apostille of documents;
- global assistance to the litigation department etc.

Your profile:

- **Experience:** up to five years' acquired in a law firm or any company from the financial sector in Luxembourg;
- **Qualification:** bachelor's degree;
- **Languages:** fluent in English and French (written and spoken);
- **Professional skills:** strong knowledge of Microsoft Office tools;
- **Personal Skills:** rigorous, proactive, flexible, motivated, dynamic, team player and excellent communication skills.

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) with the PARA-O reference.

Start date: as soon as possible