



We Are Hiring: Legal Secretary (Full-Time / Part-Time TBD)

Your Mission:

- Prepare and draft letters and correspondence.
- Scan incoming and outgoing documents, maintain filing systems, and assist with archiving (physical and digital).
- Conduct research and manage filings with the Luxembourg Business Registers.
- Welcome clients (in person and via telephone).
- Assist our lawyers with their AML (Anti-Money Laundering) obligations.
- Perform other secretarial duties as needed.

Your Profile:

- Prior experience in a similar position is an advantage. General professional experience is also welcome.
- Fluency in French and English is required and proficiency in German is an asset.
- Strong proficiency in the MS Office, knowledge of DLex (by Wolters Kluwer) is considered a plus.
- Team player with a strong sense of belonging, yet capable of working independently.

What We Offer:

- A high-quality and professional work environment.
- A supportive team with a strong sense of collaboration.
- A great workplace with easily accessible offices.
- Opportunities for ongoing development and career growth.

Contact Us:

If you are interested in this position, please send your application, including a cover letter and CV, to bob.biver@e2m.lu. We look forward to hearing from you!

About E2M

Created in 2008, E2M is a boutique law firm specialized in the following areas:

- Insolvency
- Commercial, corporate and financial litigation
- White collar crime defence and offence
- Shareholder litigation
- Arbitration and alternative dispute resolution in general

Our clientele is both local and international, we have clients from all continents

www.e2m.lu