

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 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 a **Knowledge Management Officer (m/f/d)** to support the continuous development of the firm.

Knowledge Management Officer (m/f/d) Permanent Employment Agreement – Full time

Your tasks:

- carrying out legal research for our lawyers across our various practice areas;
- monitoring recent legal developments, in particular laws and regulations, significant case law & doctrine and report to the lawyers team;
- updating our internal legal databases;
- drafting, coordinating and updating our internal and external documentation (e.g. memos, templates, precedents, newsletters, etc.);
- organising, coordinating and participating in our internal legal trainings and brainstorming sessions;
- organising the participation in external trainings;
- managing the co-financing request to the Luxembourg authority (INFPC);
- being in charge of the firm's library.

Your profile:

- **Qualification:** bachelor's degree in Law or any qualification related to the documentation and information management;
- **Languages:** fluent in English and French (written and spoken);
- **Skills:** excellent drafting skills, proactive, dynamic, team player and good communication skills.

What we offer:

- an attractive salary package;
- a dynamic and friendly workplace;
- participation in internal and external trainings on legal matters and soft 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 KM-O reference.

Start date: as soon as possible