

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 aims to hit the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 10 international offices in European and Asian financial centers.

We are hiring an **Administrative Assistant** to support the continuous development of the firm:

Administrative Assistant (m/f) Fixed-Term Employment Agreement – 8 months

Your mission: support the activity of the various teams by providing a full range of administrative and organisational tasks, i.e.

- Handle incoming and outgoing correspondence;
- Answer telephone calls and ensure the reception of visitors in a professional and timely manner;
- Perform administrative tasks (documents formatting, printing, scanning, e-filing, emailing, time sheets update, contact registration, etc.);
- Plan and schedule internal and external meetings, including the coordination of appointments, room bookings, agendas, equipment;
- Proceed filing and archiving of documents;
- Monitor level of supplies and handle shortages;
- Liaise with third-party suppliers and support;
- Keep furniture and equipment inventory up to date and accurate;
- Make travel arrangements and support events organisation;
- Support client/matter opening.

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 to the following email (lu.recruitment@luther-lawfirm.com) with the **ORGA012** reference.

Start date: As soon as possible

Your profile:

- **Qualification:** Bachelor's degree in the secretarial field (or equivalent);
- **Experience:** At least two years' experience acquired in a similar environment (a law firm, a Big 4 or a large financial services structure) in Luxembourg;
- **Skills:**
 - Fluent in English and French (written & spoken); German will be an asset;
 - Excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
 - Excellent ability to communicate in a professional context and efficient manner;
 - A great sense of team work and ability to liaise with colleagues and service providers;
 - Responsible individual with ability to consistently deliver a high quality of work.

What we offer:

- An attractive salary package;
- A dynamic and friendly work place;
- Participate in external trainings and soft skills as well as organise internal trainings;
- Regular team events.