

Arendt & Medernach is the leading independent business law firm in Luxembourg. The firm's international team of more than 325 legal professionals represents Luxembourg and foreign clients in all areas of Luxembourg business law from its main office in Luxembourg and representative offices in Dubai, Hong Kong, London, Moscow, New York and Paris.

Our specialised practice areas allow us to offer a complete range of Luxembourg legal services tailored to client's individual needs across all areas of business law: Banking & Finance, Corporate, Tax and Capital Markets, Investment Management, Private Equity-Real Estate, Commercial & Litigation.

Given the ongoing development of Investment Funds practice, we are currently recruiting a dedicated

## **Knowledge Management Lawyer – Fund formation (m/f)**

full or part-time

Integrated within our central knowledge management team, we are looking for a knowledge management lawyer to work closely with our fund formation group. Your responsibilities will be to:

- Extensive contribution, coordination and organisation with partners to produce various presentations and speeches for both internal and external purposes;
- Participate in our discussions with public authorities and professional organisations;
- Prepare briefing notes on the current legal and regulatory trends working closely with our experts;
- Collaborate with our business development team in relation to industry hot topics for clients seminars and international conferences;
- Assist our business development team on client initiatives by providing content support;
- Prepare, update and coordinate our internal and external publications (newsflashes, legal updates, brochures, etc.).

This position requires the following skills and qualifications:

- Master's degree in law ;
- Significant experience as a practicing or in-house lawyer in the Luxembourg fund industry (at least 5 years);
- Good legal technical abilities, solid drafting skills as well as a proven attention to detail;
- Ability to interact with people at all levels of the firm in order to create and maintain collaborative relationships;
- Perfect command of French and English, both, written and spoken;
- Proven time management skills and capability to prioritize effectively;
- Strong team player, dynamic, autonomous and resilient;
- Communicate effectively and keep relevant lawyers and staff informed in a timely manner;
- Show commitment to the role.

In addition to a very interesting and challenging job you will benefit from an excellent work/life balance in the legal field.

If you recognise yourself in this position please visit our website at [www.arendt.com](http://www.arendt.com) to learn more about us or submit your application to [hr@arendt.com](mailto:hr@arendt.com).