

Arendt & Medernach is the leading independent business law firm in Luxembourg. The firm's international team of more than 400 legal professionals represents Luxembourg and foreign clients in all areas of Luxembourg business law from its main office in Luxembourg and representative offices in Hong Kong, London, New York and Paris.

Our service to clients is differentiated by the end to end specialist advice we offer, covering all legal, regulatory, taxation and advisory aspects of doing business in Luxembourg.

Our firm advises international and domestic clients in all areas of business law relevant to their business activities, ranging from fund formation, banking, insurance, private equity and real estate to corporate and tax matters.

To be based in our Luxembourg office, we are looking for:

Senior Knowledge Management Lawyer

Corporate/Finance Transactional

Your role:

Integrated within our strong knowledge management team and in close collaboration with the Corporate/Finance partners and KM lawyers together with the support of the whole corporate/finance team, your role will be:

- To participate in our discussions with public authorities and professional organisations and prepare all relevant supporting documents;
- To draft or update templates accompanied by drafting notes for legal documents. This will include as well to coordinate and ensure consistency for templates produced by the corporate/finance transactional lawyers;
- To participate in knowledge sharing meetings, drawing up and organising communications with clients, and liaising with the different Practice Areas;
- To advise the corporate/finance team on legal developments affecting the practice;
- To actively participate and deliver training courses to our clients;
- To actively participate and deliver training courses for corporate / finance transactional lawyers as well as define and coordinate legal training courses and training paths for corporate/finance transactional lawyers in collaboration with our Learning & Development Department;
- To play an active role in ensuring the development and the use of legal technology;
- To ensure effective collaboration between the Marketing & Communications and Business Development teams (client newsletters, alerts, brochures, credentials, pitches, conferences, etc.).

Your profile:

- You have an excellent academic record with a University degree in law and preferably a postgraduate degree in business law;
- You have a significant experience in Luxembourg corporate/finance transactional matters acquired in a Luxembourg law firm;
- A prior knowledge management experience would be an asset;
- You have a perfect command of French and English, spoken and written – German is desirable but not required;
- You have good technical abilities, solid drafting skills and proven attention to detail;
- You are a strong team player, dynamic, autonomous and resilient, facilitating, organising and supporting the development of the knowledge management with the capability to motivate the other team members;
- You take ownership of the development of corporate/finance transactional knowledge management;
- You are able to communicate effectively and keep relevant lawyers and staff informed in a timely manner;
- You have strong project management skills;
- You show interest and have knowledge in legal techs;

We offer :

- Excellent internal training and career development
- An entrepreneurial working environment giving priority to collaborative work
- A hybrid working environment offering flexibility and the possibility to work from home
- A challenging role within a renowned organization
- A multicultural environment where we promote diversity, talent & ideas
- The ability to work and interact with a wide variety of specialists

Interested?

If you are interested in this job opportunity, we are looking forward to receiving your application.

All applications will be treated confidentially.