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**Contact: Sophie Icher Head of HR and Organisation**

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**MOLITOR Avocats à la Cour** is looking for a

**Legal Assistant (m/f)**

**Your role**

You will assist Corporate and M&A Practice Group and will be in charge of:

* Legal support:
	+ Organising and initiating/holding practice group meetings (2 times a week) and managing a summary on the allocation of matters and status
	+ Formatting letters, reports and modifying documents
	+ Update of internal databases and monitor client files in our system
	+ Opening of new files on our internal system, verification of conflict check on our data base, and filing of electronic documents in e-files
	+ Manage requests and filing related to RCS/RBE
	+ Overall coordination of the practice group
* Organization of business trips, internal and external meetings
* Assistance of lawyers with AML background check for new clients, listing and verification of AML documents, participation to monthly AML committee meetings, and follow-up of internal AML/KYC clearance procedure
* Ensure the backup of other assistants and reception occasionally

**Your profile**

* You have a degree in Business Administration or equivalent.
* You ideally have a first experience in a similar position in a Law Firm
* Fluency in French & English a must; any other language is an advantage
* Proficient in MS Office
* You have experience in AML compliance or willingness to get competence in AML compliance
* You are proactive and highly organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multitask
* Excellent communication and presentation skills
* You are a team player, able to work autonomously
* You can deal with confidential information

**What we offer**

* An exciting business environment at an independent and full-service law firm.
* Working within an international team of highly regarded lawyers (and one of the top dispute resolution firms – to be adapted depending on the PG) in Luxembourg.
* Internal and external training to foster your continuous professional development.
* A people-oriented and multicultural environment which embraces diversity and inclusiveness.

**Our values:**

We have a strong focus on how we recruit, train and reward our staff and always ensure that they are fully aligned with our work culture built around our four core values:

* Service Excellence - We seek to exceed our clients’ expectations, through impeccable quality advice and deliverables
* Integrity & Trust - We ‘walk the talk’ – Being widely trusted by all our counterparts is essential to us
* Teamwork - We place team goals above individual goals
* Approachability - Building rapport with all our counterparts is a key priority for us