

# Job Specification

## IT Helpdesk - Luxembourg

### About the Opportunity

Our office in Luxembourg is a young and dynamic organization which currently is growing fast. We are part of the world largest global and most innovative law firm, but the office has also real local and Luxembourgish mindset.

As part of our continuous efforts to service our clients in the best possible way, we are currently recruiting for an energetic **IT HelpDesk / Technician** to join to our office in Luxembourg.

The **Luxembourg team** consists of approximately 50 users and provides a full range of legal services, with a particular focus on Banking and Finance, Corporate/M&A, Investment Funds, Private Equity, Real Estate and Tax.

### About the Role

You will work closely together with the users in Luxembourg supporting them on a daily basis to help them to deliver efficient service to our clients. Your main responsibilities will be:

- Providing technical, desk site assistance to users,
- Installing hardware and software, including onboarding for new users
- Ensuring on a daily basis the proper functioning of the information system,
- Information technology watch.

### About You

- Minimum of 2 years' experience in a similar position, preferably in a professional services environment
- Excellent written and verbal communication skills,
- Fluent in French and English is mandatory (both written and oral),
- Highly energetic, proactive and service oriented
- Able to manage and prioritize daily workload.

### What we can Offer

Dentons is always looking to invest in the highest-quality talent, recognizing that our success is built on the diverse and unique strengths of each of the members of our Firm.

### To Apply

If you are seeking to enhance your career in a progressive and challenging work environment, please send your CV and covering letter in English with supporting documents, detailing why you are the right candidate for this position via the apply button.

## About us

Dentons is designed to be different. As the world's largest global law firm with 21,000 professionals in over 200 locations in more than 80 countries, we can help you grow, protect, operate and finance your business. Our polycentric and purpose-driven approach, together with our commitment to inclusion, diversity, equity and ESG, ensures we challenge the status quo to stay focused on what matters most to you. [www.dentons.com](http://www.dentons.com)

## Diversity & Inclusion

Essential to our success as a global law firm is our ability to attract and retain the best talent from a diverse range of backgrounds. We want a work environment where everyone can reach their potential and we have an inclusive culture, which respects individual differences.

We undertake and support a number of internal and external initiatives aimed at increasing diversity within the profession and we encourage all our partners and staff to get involved. We welcome you to learn more about diversity and inclusion at Dentons.