



MOYAL & SIMON is an independent Luxembourg law firm. We pride ourselves in combining the quality and expertise of the leading commercial law firms while delivering individually tailored services adapted to the specific needs of our clients. The firm is made up of a well-coordinated team of multilingual lawyers and jurists, with international backgrounds and broad legal experience in Luxembourg and wider Europe. We cater a full range of clients, from individuals to multinational companies, from start-up companies and private business persons to reputable stock corporations.

We are seeking a skilled **Legal Assistant in a full time position** to join our team. As a Legal Assistant, you will play a key role in supporting our attorneys and ensuring the smooth operation of our legal practice.

Responsibilities:

- Assist attorneys in preparing legal documents
- Assist with the application for legal aid
- Organize and maintain legal files and documents
- Communicate with clients, opponent lawyers, and other involved parties
- Schedule meetings, appointments, and court hearings
- Make entries in the LBR
- Plan and prepare business trips
- Archiving and filing
- Assist with domiciliation companies

Requirements:

- Proven experience as a Legal Assistant or similar role
- Proficiency in French and English is a must, German would be an asset
- Computer literate
- Strong communication, organizational and time management skills

Interested candidates should submit their resume, salary expectation and earliest starting date to

M&S Law S.à r.l.  
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