



Professional Support Lawyer/ Knowledge manager

Baker McKenzie's Luxembourg office is part of a global law firm that offers a wide range of expertise and legal solutions customised to our international clients' needs. We advise clients on market-leading transactions in key industries, including banking, insurance, asset management, pharmaceuticals, oil, energy and real estate.

Baker McKenzie Luxembourg is seeking a highly skilled and motivated Professional Support Lawyer (PSL) to join our dynamic legal team in Luxembourg.

The ideal candidate will have a strong academic background in law, combined with a keen interest in technology, artificial intelligence (AI), and innovation in the legal sector.

As part of the lawyers' team, you will work in close collaboration with the lawyers depending on the legal issues and informational needs relating to client files.

Support Legal Teams

- Legal/Regulatory watch: Monitoring on a daily basis the (upcoming) changes in laws, regulations at Luxembourg and European levels that may impact the firm's practice areas – with a particular focus on M&A, Investment Funds and Banking & Finance practices - and ensuring that the legal teams are informed of these new developments in a timely manner
- Legal researches: Supporting the fee-earners in their legal researches (texts of law, parliamentary works, jurisprudence, doctrine) on relevant practice areas and emerging trends
- Knowledge management: Managing and developing the firm's knowledge management system and collaborating with the legal teams to streamline workflows through improved knowledge sharing

Business Development Support

- Client alerts and briefings: assisting with the preparation of client-facing materials, such as client alerts, quarterly legal updates, tailored legal watches, or briefings, to showcase the firm's expertise and keep clients informed
- Support business development initiatives: by providing legal and industry insights to partners and assisting with the preparation of the required materials

Trainings

- Organizing and conducting regular internal training sessions to keep lawyers up-to-date on legal changes, hot topics, latest case law, best practices, and new tools (including legal tech tools and AI applications)
- Assisting in the training and induction of new joiners on internal processes, knowledge management systems, and legal resources

Knowledge and skills required

- Experience from 3 to 5 years in a law firm or a similar legal support role
- Strong academic legal background with a master degree in law
- Strong understanding of Luxembourg and European legal frameworks, regulations and market practices;

- Demonstrated interest or experience in legal technology and AI applications, with an understanding of how these can be used in a legal environment;
- Excellent legal research, drafting, and communication skills;
- Ability to work independently and as part of team, with a proactive and collaborative mindset;
- Strong attention to detail, organizational skills, and the ability to manage multiple priorities;
- Fluent in French and English;
- Well-versed in computer usage, particularly in office software (Word, Excel and PowerPoint) and familiar with document management systems .

Candidates can submit their applications containing an introduction letter and a resume by email:

[hiring.luxembourg@bakermckenzie.com](mailto: hiring.luxembourg@bakermckenzie.com)