

55LEGAL is a Luxembourg based boutique business law firm with a strong local and international client base. We operate based on mutual trust, generosity and entrepreneurial spirit. We value respectful human connections and a good time while working.

As part of our continued growth, we are currently looking for a new team member in the following position:

LEGAL SECRETARY (m/f)

part-time: 50%

Your responsibilities:

- > Client onboarding and matter management: opening, time recording, filing, billing and archiving
- > Invoice management and coordination with external providers
- > Filings with official registers (LBR, ...)
- > AML/KYC related workstreams (cdd and ongoing supervision)
- > Management of partners' calendars, incoming phone calls and incoming email
- > Organising internal and external meetings / lunches / business travel
- > Drafting of standard legal documentation

Your profile:

- > Bachelor's degree in administrative/secretarial related field or equivalent
- > At least 3 years of previous experience in a similar role; law firm experience is a big advantage
- > Attention to detail, ability to work and communicate efficiently
- > Proactive teamplayer with a strong "can-do" attitude
- > High level of integrity and discretion
- > Excellent Microsoft Office Skills
- > Proficient in English and French; German and/or Luxembourgish are an asset

We offer:

- > Competitive remuneration
- > Easily accessible workplace
- > Great team and working environment
- > The job is on-site, but we offer flexible working hours and remote work options allowing you to prioritize your family when needed
- > Career development possibilities

We look forward to meeting you – send us your digital application (CV and motivation letter) to

info@55legal.lu