



Right by you in Luxembourg

BSP is looking for a Paralegal – Legal Secretary / Assistant (CDI) (M/F)

Ref. **CJNPARTN** Please mention this reference number when submitting your application.

BSP is a full service leading independent law firm in Luxembourg providing the highest quality legal services to local and foreign clients.

With increased work levels and in order to keep providing our clients with excellent and responsive advice, we are currently actively seeking a talented **Paralegal - Legal Secretary / Assistant** to join and grow within our corporate / M&A team.

BSP offers the ideal environment for its paralegals / legal assistants to develop their skill-base, gain experience and expand their knowledge through our guiding principles of trust, respect and teamwork. We offer a working experience in a multicultural collegial environment where legal excellence is a goal.

Your task

The successful candidate will be expected to perform the following functions:

- Work closely with the fee earners in the corporate / M&A department by providing general administrative support.
- Assistance with file opening and closing procedures (KYC searches, invoicing) and conducting of corporate searches on the Luxembourg Business Register.
- Arranging for filings and publications with the Luxembourg Business Register.
- Organising and filing legal documents (electronic and paper).
- Making appointments and travel arrangements and booking meeting rooms.
- Managing partners' contacts and calendars.
- Providing assistance in the closings of transactions: arranging for documents to be executed and preparing of closing bibles.
- Proof-reading of final documents (for typographical, formatting and other such errors) before execution.

Your profile

- You are professional, dedicated and pro-active; you possess strong organisational skills with the ability to prioritise tasks and meet deadlines.
- You have basic knowledge of legal concepts.
- You have a good command of the Microsoft Office package.
- You are a team player, with excellent interpersonal and communication skills.
- You have a perfect command of English and French.
- Prior experience as a paralegal, personal assistant or legal secretary/assistant (ideally within a law firm) is considered a strong advantage.

Bonn Steichen & Partners, société en commandite simple, inscrite au barreau de Luxembourg.

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Luxembourg law firm



We offer

- Varied and rewarding work environment with a strong emphasis on team work.
- An attractive salary package.
- Regular team-building and firm-wide social events.

Candidates interested in having a confidential conversation with our partners may send their application using the form in the page [Careers](#) mentioning the reference number **CJNPARTN**.
