

Legal Secretary

International Law Firm – Luxembourg

Deynecourt is a mid-size law firm based in Luxembourg, advising institutional and international clients primarily on corporate law, international structuring, tax and investment funds.

As part of its activities, the firm is seeking a **Legal Secretary** to strengthen its team.

Responsibilities

The successful candidate will assist the firm's lawyers in their day-to-day activities and contribute to the smooth administrative and organisational functioning of the firm, in particular in the following areas:

- Administrative and organisational assistance to the lawyers
- Preparation, formatting and management of legal documents (correspondence, contracts, deeds, presentations)
- Client file management (opening, follow-up and archiving)
- Organisation of signatures, meetings and appointments
- Diary management
- Welcoming clients and external contacts
- Handling telephone calls and correspondence
- Day-to-day contact with external service providers and general administrative follow-up

Profile sought

- Education in legal secretarial studies, executive assistance or equivalent
- Experience in a law firm, notarial practice or similar legal environment is an asset
- Excellent command of French; very good command of English required
- Knowledge of German and/or Luxembourgish is an advantage
- Strong organisational skills, accuracy and reliability
- Discretion and strict respect for confidentiality
- Good interpersonal skills and professional presentation
- Proficiency in standard office tools (MS Office, Outlook)

Conditions offered

- Stable position within a human-sized law firm
- Structured and fulfilling professional environment
- Remuneration and advantages commensurate with profile and experience

Application

Interested candidates are invited to send their CV together with a cover letter to the following address: emmanuelle.bauer@barreau.lu

All applications will be treated in strict confidence.