

Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, Insurance/Reinsurance and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that aims to hit the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

Luther is a founding member of unyer (www.unyer.com), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are hiring a **Paralegal Officer / Legal Assistant** to sustain the continuous development of the firm.

Paralegal Officer / Legal Assistant (m/f/d) Permanent Employment Agreement – Full Time

Your tasks:

- provide assistance to the lawyers in our different legal departments
- coordinate and prepare plain vanilla legal documentation such as:
 - extraordinary, annual and ordinary general meetings and related documentation such as powers of attorney, etc.
 - board meetings: circular resolutions, minutes/extract of minutes and related documentation
 - incorporation and liquidation notarial deeds and related documentation etc.
- arrange for any publications and order of extracts with the Luxembourg Business Register (RCS & RBE)
- organise LEI (Legal Entity Identifier) applications or renewals for some of our clients
- proceed to CSSF e-File
- translate standard documents or liaise with translation offices

- provide assistance in closings (prepare the transaction or restructuring bibles, arrange for documents, etc.)
- perform administrative tasks such as replies to audit letters, legalisation/apostil of documents, planning of agendas for the litigation department, back-up of the administrative secretariat

Your profile:

- **experience:** up to five years' acquired in a law firm or any company from the financial sector in Luxembourg
- **qualification:** Bachelor's degree
- **languages:** fluent in English and French (written and spoken)
- **skills:** proactive, flexible, motivated, dynamic, team player with excellent communication skills

What we offer:

- an attractive salary package
- a dynamic and friendly work place
- possibility to participate and organise internal trainings
- participation to external trainings on legal matters and soft skills
- regular team events

Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following e-mail (lu.recruitment@luther-lawfirm.com) with the Para-reference.

Start date: as soon as possible

Bangkok, Berlin, Brussels, Cologne, Delhi-Gurugram, Dusseldorf, Essen, Frankfurt a.M., Hamburg, Hanover, Ho Chi Minh City, Kuala Lumpur, Jakarta, Leipzig, London, Luxembourg, Munich, Shanghai, Singapore, Stuttgart, Yangon