

### 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, 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 10 international offices in European and Asian financial centers.

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

We are seeking to recruit an **Administrative Assistant** to support our secretariat in Luxembourg.

## Administrative Assistant (m/f/d) Permanent Employment Agreement – Full Time

### Your tasks:

**Within our dynamic team, you will act as a key support for the various teams:**

- Process client/matter opening;
- Handle incoming and outgoing correspondence;
- Answer telephone calls and ensure the reception of visitors in a professional and timely manner;
- Perform administrative tasks for legal departments (document formatting, printing, scanning, e-filing, emailing, time sheets update, contact registration, etc.);
- Plan and schedule internal and external meetings, including the coordination of appointments, room bookings, agendas, equipment;
- Make travel arrangements;
- Coordinate logistics and stocks;
- Support Knowledge and Compliance departments (organisation of trainings, data entry, etc.);
- Proceed to document filing and archiving

### Your profile:

- **Qualification:** Bachelor's degree in the secretarial field (or equivalent);
- **Experience:** At least 3 to 5 years' experience;
- **Skills:**
  - Fluent in English and French (written & spoken);
  - Excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
  - Excellent ability to communicate in a professional context and efficient manner;
  - A great sense of team work and ability to liaise with colleagues and service providers;
  - Autonomous and self-starting individual who can work both on their own initiative and within a team;
  - Proactive with optimal organisational and time management skills;
  - Ability to consistently deliver high-quality work.

### What we offer:

- An attractive salary package;
- A dynamic and friendly work place;
- External trainings (incl. soft skills) and internal trainings;
- 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 email ([lu.recruitment@luther-lawfirm.com](mailto:lu.recruitment@luther-lawfirm.com)) with the **ORGA1** reference.

**Start date:** As soon as possible