

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 and financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that hits 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 centres.

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 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:

- **Client Administration:** Creating new client / matter files and conducting conflict of interest checks;
- **Daily Administrative Support:** Performing administrative tasks for Legal and Support departments, including document formatting, printing, scanning, e-filing, emailing, managing time sheets, etc.;
- **Mail & Document Management:** Processing incoming and outgoing mail, including scanning and digital filing;
- **Onboarding & Offboarding Support:** Organising welcome trainings and preparations for new joiners and managing administrative exit procedures;
- **Facility & Supply Management:** Ordering and organising office supplies, food and beverages, and monitoring office equipment;
- **Reception & Communication:** Handling incoming calls and ensuring the reception of visitors in a professional and timely manner;
- **Meeting & Video Conference Organisation:** Organising and managing meetings, including video and telephone conferences;
- **Travel Management:** Organising and coordinating business travel;
- **Supporting KYC Department:** Including data entry and name checks;
- **Archiving:** Managing the physical and digital archiving of documents.

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) with the ADM-A 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

Your profile:

- **Experience:** at least 3 to 5 years' experience in a similar position;
- **Qualification:** bachelor's degree in the secretarial field (or equivalent);
- **Languages:** fluent in English and French (written & spoken), German is an asset;
- **Skills:**
 - excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
 - solid knowledge of common LLMs (Large Language Models) and AI tools;
 - excellent ability to communicate in a professional context and efficient manner;
 - a great sense of teamwork 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 workplace;
- participate in external legal trainings and soft skills as well as organise internal legal trainings;
- regular team events.