

Professional Support Lawyer (M/F)

Position based in Luxembourg
Permanent contract – Full time

Our client :

Our client is a prestigious international law firm actively looking for a Professional Support Lawyer to participate to the development of its activities.

Your role :

The PSL works in collaboration with the lawyers according to the legal news and the information needs related to the customer files. Your main missions will notably be:

- Provide regular updates on legal and regulatory developments for internal and external purposes;
- Update and enhance our internal online tools including keeping our dedicated intranet page up-to-date;
- Prepare briefing notes on the current legal and regulatory trends working closely with our experts;
- Prepare, update and coordinate our internal and external publications;
- Develop, coordinate and actively participate in our internal meeting sessions;
- Capture internal know-how and ensure its appropriate dissemination.

Your skills :

- You hold a University degree in law and are registered with a European Bar;
- You have a minimum of 3 years of experience as a practicing or in-house-lawyer;
- Perfect command of French and English
- Strong analytical and synthetic skills
- Excellent communication skills