

Multilingual Legal Assistant

☆ Tax & Legal

📍 Luxembourg-city

Description :

Are you a detail-oriented professional with a passion for legal administration? Our client is seeking a dedicated Legal Administrative Assistant to join their team at an accounting and tax consultancy firm in Luxembourg. They look out for the perfect candidate who can speak all four languages. You'll provide essential support to their team, assisting with administrative tasks and ensuring the smooth operation of their legal requirements. If you're organized, proactive, and ready to thrive in a dynamic environment, we encourage you to apply!

Your profile:

- Demonstrated diligence, reliability, and commitment to maintaining confidentiality.
- Ability to thrive in a family office and collaborative work environment.
- Proficiency in Microsoft Office applications.
- Fluency in French, German, Luxembourgish and English

The offer:

- Modern office in a pleasant environment.
- Harmonious and stable working environment.
- Good work-life-balance.
- Collaborate with a dynamic and innovative team in an environment conducive to learning and personal growth.
- Attractive package.

If you are interested in applying for this job, please send your CV to legal.lux@legrand-associates.com or call +352.20.88.12.80

Heb je interesse in deze vacature?

Solliciteer nu en we nemen in minder dan 6 uur contact met je op.

Vragen?

Contacteer ons tax & legal team

Tax.legal@legrand-associates.com