



KPMG Law is an international law firm operating across the fields of investment funds corporate/M&A law, regulatory law and ESG matters. We foster a “can do” attitude in all our interactions and extend our team spirit to the relationship with our clients.

We are currently recruiting a corporate assistant.

Become part of our successful network: we offer you the challenges you need for the next steps in your career!

Your tasks:

- Processing of all organizational and administrative office activities: efficient management of mailboxes and calendars; prioritization of tasks; respect of deadlines;
- Support for the AML/KYC demands;
- Provide administrative and secretarial assistance to the team;
- Manage invoices and reminders for our clients;
- Process and manage invoices from our suppliers;
- Office management including supplies orders;
- Organize office operations and procedures, including drafting and maintaining office relevant procedures;
- Website updates and social media posts;
- Provide support for IT matters when needed, in collaboration with the team;
- Provide support and liaise with the fiduciary for HR matters;
- Managing a team of 2 persons;
- Office care

Your profile:

- You are immediately available;
- You have 2 to 5 years' working experience as an assistant and knowledge of the Luxembourg legal environment;
- Fluent in French and English. German will be an asset;
- You are highly organized and understand the importance of deadlines;
- Proactive and professional with strong communication skills;
- Strong sense of service and confidentiality as well as rigorous;
- Proficient in online office tools such as Office Pack and online research tools;
- Capable of managing several issues at once;

- Flexible and works well on a team;
- Good writing and proof-reading skills;
- Eye for detail;

I you think you are a good fit for this position, send your resume and your cover letter to contact@kpmglaw.lu