

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, In-vestment 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 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 centers.

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 **Human Resources Officer** to support our secretariat in Luxembourg.

Human Resources Officer (m/f/d) Fixed-term agreement - 15 months

Your tasks:

- **administrative management:** provide support in the day to day administrative management of all HR tasks (e.g. employees' leaves, personnel files, pre-employment medical examination, etc.);
- **recruitment:** drafting and publication of job descriptions into recruitment platforms, conduct the recruitment screenings, answer to the candidates, organize interviews, etc.;
- **HR strategy:** provide support in developing HR processes & HR marketing.

Your profile:

- **Qualification:** academic background and qualifications in human resources (i.e. you have obtained a Bachelor/Master's degree in human resources or similar qualifications);
- **Languages:** fluent in English and French (written and spoken). German would be an asset;
- **Skills:** proactive, dynamic, team player and good communication skills.

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 HR-O-CDD 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