

PwC Legal (Formerly MNKS) is a highly reputable top-tier firm based in Luxembourg. We provide high quality legal solutions to major international and domestic clients and combine our tailored expertise with a truly global and cross-competent approach. Our team is widely recognized for its innovative and business-oriented approach, its team spirit and strong core values.

**We are currently looking for a trainee (6 months) to join our administrative team / Un stagiaire administratif (6 mois)**

**Your Mission:**

You will join a dynamic secretarial pool in order to assist our Lawyers and support teams in their day-to-day administrative needs, through tasks such as to:

- Amend legal documents, drafting of cover letter and emails
- Support our marketing department in varied tasks
- Coordinate the organization of internal and clients meetings
- Assist in all administrative tasks (notably drafting, scanning and printing of documents, updating time sheets in our accounting software, lunch booking, CRM updates etc.)

**We offer:**

A personalized mentoring program allowing you to:

- Gain an overview of law firm activities as a whole
- Develop unique expertise and be involved in all administrative aspects
- Develop an ability to analyse and understand the clients issues
- Acquire practical experience which will assist your professional development

**And more generally:**

- The opportunity to develop your skills and experience working as part of a dynamic and vibrant team
- Training and opportunities for personal progression
- A friendly work environment

**The candidate should:**

- Have or being in the progress of obtaining a secretarial degree or equivalent
- Have excellent communication skills and team player
- Be proficient in MS Word, PowerPoint, Excel, Outlook and search engine
- Have a good command of French and English
- Have excellent organizational skills and the ability to adapt easily

If you feel that you match our specific current recruitment needs, please send your application to: **[recruitment@mnks.com](mailto:recruitment@mnks.com)**

All applications will be treated in the strictest confidence.

Only candidates who are EU nationals or currently hold a valid Luxembourg work permit can be considered for this position.