



LOOKING FOR MORE THAN A JOB?
JOIN US!



LEGAL TRAINEE – SPANISH SPEAKER

As a Legal trainee you will have the opportunity to learn and assist in a variety of activities. As part of the Legal & Compliance department, you will support the Legal team with administrative and business tasks. This opportunity is a full-time internship contract with a minimum duration of four months and up to six months.

A student visa or authorisation to work in Luxembourg is necessary.

ABOUT THE JOB | What will you do?

As a Legal trainee, you will be responsible for the following activities:

- Contribute to the analysis and review of customer claims
- Perform day-to-day legal tasks (e.g., reviewing of contracts, agreements, and NDAs)
- Collaborate with other teams of the bank to ensure the completion of legal tasks
- Provide administrative support to the team members
- Assist with the execution of other legal and ad-hoc tasks
- Contribute in the monthly reporting to the management
- Update internal records and ensure information is up to date
- Support the team on current projects

ABOUT YOU | What's your background?

- You are enrolled or recently graduated from University in Law, Business Management, or Corporate Governance
- You have recently successfully completed a first higher education or a bachelor's degree (in this case the entire duration of the internship must take place within 12 months of your graduation)
- You have a good command of Word, Excel, and PowerPoint
- You can quickly familiarise yourself with new IT programmes
- You can handle confidential and sensitive issues

WORKING FOR ADVANZIA

THE UNCONVENTIONAL BANK

WHAT WE EXPECT | What are your skills?

- Strong communication and interpersonal skills
- Fluency in English and Spanish is mandatory, knowledge of Italian is advantageous
- Good written and verbal communication skills
- A precise and accurate working style
- You are a proactive and reliable team player

WHAT WE OFFER | What advantages will you have?

- A full-time internship contract for a period of four to six months
- Dynamic and international environment
#TeamAvanzia
- Participation in various Corporate Social Responsibility (CSR) projects as part of the bank's Advanzia Plus initiative

Where you will be working

Located in bright and modern offices in Munsbach at 15 minutes from Luxembourg City, Advanzia currently employs around 200 employees from all over the world. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

Looking for a new professional challenge in a fast-growing company?

Apply today and send your CV and motivational letter in English to jobs@advanzia.com

Click [here](#) to find out more about your career opportunities at Advanzia Bank.

