



GRAND DUCHY OF LUXEMBOURG
Embassy in London

**The Embassy of the Grand Duchy of Luxembourg in London
is recruiting an economic and commercial attaché (m/f) –
Fixed-term contract starting on May 15, 2025,
full-time (40 hours per week)**

The Embassy of Luxembourg in London is looking for an economic and commercial attaché to support its Commercial and Trade section, including the activities of the Business Club Luxembourg – United Kingdom.

Your tasks and activities

- supporting and assisting Luxembourg companies in their efforts to enter the British market
- responding to requests for information from Luxembourgish and British entrepreneurs
- organising business meetings
- supporting the Embassy in the organisation and management of economic and commercial meetings and events, together with the other members of the Commercial and Trade section
- supporting the bilateral Business Club in its administrative tasks and in the organisation of meetings and activities, in cooperation with the other members of the Commercial and Trade section
- providing regular high quality, analysis on key aspects of the UK economy and the relationship between Luxembourg and the United Kingdom. This will include market analysis reports and activity reports, analysis of the impact of UK trade and investment policies, and other economic and trade issues
- attending and reporting on relevant meetings and events convened by UK institutions and the Economic and Trade Section of the EU Delegation, and other meetings
- managing social networks including drafting content, in cooperation with the other members of the Commercial and Trade section
- maintaining contact with local institutional partners such as national, bilateral and trilateral chambers of commerce
- reporting to the Head of mission and the Deputy Head of Mission
- supporting the Luxembourg Chamber of Commerce in its internationalisation projects on the local market on an ad hoc basis (e.g. Economic missions led by the Chamber of Commerce)
- any other task of a promotional nature that is necessary to carry out the programme of activities drawn up by mutual agreement between the Ministry of Foreign Affairs, Directorate of Foreign Trade and Investment Promotion, the Embassy and the International Affairs Department of the Luxembourg Chamber of Commerce

Your profile

- You have a bachelor's or master's degree in economics, law, international relations, political science, communications or similar (or equivalent qualification)
- You have a sense of responsibility and diplomacy
- You are at ease with building and exchanging with a network of institutional and private organisations
- Experience in relevant positions is preferred
- Perfect command of English, with good knowledge of French considered an asset
- You have a sense of initiative, organisation and team spirit
- You work in a rigorous, structured and autonomous manner
- You have a good knowledge and command of communication tools (+ social networks)
- You have a good command of IT tools (Microsoft Word, Excel)

What we offer

- Flexibility and variety of tasks
- Be part of a network of official and commercial entities
- Ongoing professional training

Please note that the labour laws of the UK will govern the contract, including the remuneration. The successful candidate must have a legal entitlement to live and work in the UK prior to recruitment.

If you are interested in this vacancy, please email your CV and educational credentials along with a covering letter detailing your experience, salary, availability and reasons for applying to nathalie.stec@mae.etat.lu.

Applications must be received before Friday, 25th April 2025, 4.30pm local time.

Please note that only short-listed applicants will be contacted. The Embassy reserves the right to re-advertise or extend the call for applications.

Selection process

It is planned that interviews will be held at the Embassy of Luxembourg, 27 Wilton Crescent, London SW1X 8SD, in the week commencing May 5th, 2025.

The successful candidate is normally expected to commence employment on May 15th, 2025.