

Working in Luxembourg

Information and advice



I. The Luxembourg labour market

To get a sense of what a global society looks like, just visit Luxembourg, one of the most cosmopolitan countries in the world. Almost 50% of Luxembourg's population is made up of foreigners originating from more than 170 nationalities, and speaking no less than 80 languages.

Like its population, Luxembourg's labour market is highly international and multilingual. Around 70% of the country's workforce is composed of foreigners. Luxembourg's large multinational community with like-minded people makes singles and families feel welcome and enables them to make new friends quickly and easily. While the country has three officially recognised languages (Luxembourgish, French and German), English is widely spoken.

Luxembourg's powerful economy produces a continuous flow of diverse, secure and well paid job opportunities to give your career expectations attractive and multiple long-term perspectives. Ontop of being a vibrant financial centre and home to several European institutions, Luxembourg relies on highly skilled talents to fuel a data driven, circular and sustainable economy. Key business sectors also include Space Technologies, Life Sciences, Automotive, Clean Technologies,

Fintech and Logistics, all highly connected to and dependent on ongoing best-in-class ICT developments. Add to this a flourishing start-up community, a booming construction industry as well as a highly developed service sector and you start to understand why Luxembourg is such an attractive location for companies and employees alike.

Numerous multinational companies have decided to install their worldwide or European headquarters in Luxembourg alongside local well-known companies. The University of Luxembourg ranks among the most international universities in the world.

Due to the size of the country, Luxembourg has a long tradition of attracting talents from abroad making Luxembourg a world leader in highly skilled employment.

The Luxembourg job market is characterised by an international and multicultural working environment, an exceptional number of foreign and multilingual workers, predominance of the service sector and an unemployment rate lower than the European average.

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II. Linguistic skills

Good language skills are a must in the Luxembourg labour market. The language spoken at work can be Luxembourgish, French, German, English or also Portuguese (the latter is particularly important in the in the construction and cleaning sectors). English is the language in the financial sector, in international companies and in country's research institutes.

A good knowledge of Luxembourgish is required in public administrations as well as in the education and health sectors.



Have you ever heard of Luxembourgish?

It's a language with similarities to Dutch, French or German. For a long time, it was only a spoken language. Recently however, Luxembourgish has been experiencing a renaissance, mostly due to social media and messaging:

Discover Luxembourg's national language:

<https://luxembourg.public.lu/en/society-and-culture/languages/introduction-letzebuergesch.html>

III. Accessing the labour market

As an EU citizen, you have unrestricted access to the Luxembourg labour market. You don't need a work permit. The same applies if you are a citizen of Iceland, Liechtenstein, Norway or Switzerland.

If you are a citizen of a country situated outside the EU, you will need a work permit stating whether, and in what form, you are authorised to engage in a professional activity. Further information is available on the Luxembourg administrative portal www.guichet.lu, under the heading „Immigration“.



IV. Social security / taxation

If you work in Luxembourg, you will be registered with the Luxembourg social security services in order to benefit from social security coverage in the event of illness, occupational accidents, pension, etc. For employees, contributions to the social insurance are deducted at source by the employer from the worker's pay packet. Cross-border workers, i.e. people working in Luxembourg, but residing in the neighboring countries, can additionally be enrolled with a health insurance in their country of residence in order to receive close-to-home medical treatment.

Income tax is also deducted at source from your salary and is transferred directly by your employer to the Direct Taxes Office in Luxembourg. After one calendar year, you are required to submit a tax return. On the basis of the information you provided, the tax office verifies whether or not you are entitled to a tax return.





Registering as a self-employed person

Self-employed workers must register with the Joint Social Security Centre (CCSS – Centre commun de la sécurité sociale). Craftspersons, traders and manufacturers are required to register once their business permit has been drawn up within the CCSS. Self-employed workers may in addition become, via the CCSS, voluntary members of the Employers' Mutual Insurance Fund (Mutualité des employeurs) in order to cover themselves against a possible loss of income should they fall sick. Additional information is available at: www.guichet.lu.

Are you working as a cross-border worker in Luxembourg?

As a cross-border worker, you are entitled to receive medical treatment in Luxembourg and in your country of residence. The Luxembourg health insurance scheme (CNS) has published a complete guide for cross-border workers which provides information on matters such as health insurance, inability to work, family allowances, etc. (available on the CNS website: <https://cns.public.lu>).

Do you want to know how much your net salary amounts to?

On www.calculatrice.lu, you can calculate the amount of your net salary. All you have to do is to enter your gross salary and some details concerning your matrimonial status and your work. Your net salary and the taxes and social security contributions you pay (pension insurance, health insurance, nursing-care insurance) are calculated automatically.

V. Recognition of diplomas and certificates

Due to of the international nature of the labour market in Luxembourg, recruitment managers will not necessarily know about your training or professional qualifications obtained abroad. In addition, some professions in Luxembourg (for example, certain self-employed professions, business professions, craft professions, healthcare professions and social professions) require the recognition of diplomas and/or professional qualifications. Consequently, if you are looking for a job in Luxembourg, we recommend that you check whether your diplomas or qualifications are recognised. You will find all useful information on the portal www.guichet.lu (under „Citizens Employment Recognition of foreign qualifications“).



VI. Labour law

There is a minimum social wage in Luxembourg, the amount of which depends on the age and qualifications of the employee. All employers established in Luxembourg are required to respect this, and are not permitted to pay wages at a rate lower than that minimum amount. Salaries, wages and social benefits (including the minimum social wage) are index-linked to changes in the cost of living.

Each employee is entitled to a minimum of 26 days' holiday, calculated pro rata by reference to the number of hours worked per week. However, the number of days of holiday leave may be increased pursuant to a collective agreement or an agreement concluded on an individual basis between the employer and the employee. The normal weekly working time is 40 hours.



VII. Applying for a job in Luxembourg

In Luxembourg, there is no single, one-size-fits-all procedure for the submission and handling of job applications. Applications are often submitted online or by e-mail. You should therefore take careful note of the application procedure to be followed, as set out in the job advertisement.

If necessary, seek further information regarding the procedure that you need to follow. Unless otherwise indicated, you should always formulate your application in the language in which the job advertisement is written. An application will normally consist of a covering letter and a curriculum vitae.



Do you need help to prepare your job application?

The curriculum vitae (CV) and the cover letter are key elements for the success of your application. They will make the recruiter decide whether or not to meet you for an interview!

ADEM's „How to Draft Your CV“, provides beneficial instructions and tips for preparing your CV.

<https://adem.public.lu/dam-assets/fr/publications/adem/guides/Guide-CV-EN.pdf>



VIII. Seeking employment in Luxembourg

Where can I find job offers?

Newspapers

Numerous job offers are published in the press, in particular the Saturday editions of the Luxembourgish Wort and the Tageblatt or the Friday editions of the Lëtzebuerger Land and L'Essentiel.

Employment websites on the internet

You can consult job offers on various websites, such as www.moovijob.lu, www.jobs.lu, www.monster.lu, <https://jobs.paperjam.lu> or www.jobfinder.lu, www.indeed.lu and <https://mediation.lu/en/job-offers>.

If you are particularly interested in vacancies in the ICT sector, or in working as a member of a liberal profession, we recommend that you consult the sites www.ictjob.lu, www.nexten.io and www.siliconluxembourg.lu.

Comprehensive information about the selection and recruitment of staff to work for the Luxembourg State can be found on the internet portal www.govjobs.public.lu.

Job fairs

Job fairs are held in Luxembourg and the bordering regions throughout the year. Moovijob organises three job fairs each year in Luxembourg and others in the surrounding „Greater Region“ in cooperation with Luxembourg's national employment agency ADEM. (www.moovijob.com).

In addition, RTL presents the RTL Jobdag three times a year in cooperation with Luxembourg's National Employment Agency (ADEM – Agence pour le développement de l'emploi) and other partners.

EURES Luxembourg organises European Jobfairs and participates in European Jobdays. Check out for information on:

<https://jobfair.lu>
www.europeanjobdays.eu/

Applying directly to companies

Many Luxembourg companies also publish their job advertisements on their own websites. In order to obtain a comprehensive overview of the principal companies in the Grand Duchy of Luxembourg, you should search under „Répertoire des entreprises luxembourgeoises“ on the Statistic portal (<https://statistiques.public.lu/fr/publications/series/repertoire-entreprises/2020/repertoire-2020/index.html>).

Temporary employment agencies frequently offer a wide range of job possibilities.

The list of temporary employment agencies in Luxembourg is available on ADEM's internet portal (www.adem.lu), under the heading „Jobseekers - Finding job offers“.



Who can help me to find a job?

National Employment Agency (ADEM)

The National Employment Agency (ADEM – Agence pour le développement de l'emploi) is the public employment service in Luxembourg. ADEM's mission is to help you in your jobsearch, to provide you with advice, to come up with solutions which best reflect your situation and to facilitate your access to joboffers. Anyone looking for employment in Luxembourg may register as a jobseeker, provided they fulfill the criteria for carrying on a professional activity in Luxembourg and is available for employment. Jobseekers must report at regular intervals fixed by ADEM.

In addition to having the support of a specialist counsellor, all jobseekers also enjoy free access to ADEM's JobBoard. The JobBoard provides direct access to job offers declared to ADEM. In addition, jobseekers can post their CV on the JobBoard in order to increase their chances on the job market.

Do you want to register as a jobseeker with ADEM?

If you meet the conditions for exercising a professional activity in Luxembourg, and are available for the job market, all you have to do is to phone ADEM's Contact Center (+352) 247-88 888. The Contact Center will then arrange an appointment for you to meet with an ADEM counsellor in order to finalise your registration. It will immediately send you a letter or e-mail specifying the date and address for the appointment, together with the documents that you will need to bring with you.



 www.adem.lu

EURES Luxembourg

EURES is a European network of public employment services, members and partners, designed to facilitate the access to jobs and candidates throughout Europe. More than 3.5 million jobs and 900.000 CVs are available on the EURES portal: <https://ec.europa.eu/eures>

Information and guidance

Living and working in another country is an exciting option. By working abroad, even for short period of time, you can increase your skills and boost your career chances. EURES gives advice and information along the way. There are almost 1.000 experts in the network to guide you.

Financial support

EURES can support your European endeavour by providing financial support for travel and subsistence expenses, relocation, language courses, or recognition of qualifications. Ready to make your career in Europe?

EURES Greater Region

The cross-border network is a partnership between EURES Rhineland-Palatinate, Saarland, Belgium, France and Luxembourg which resolves specific questions relating to cross-border professional mobility (workers' rights, taxation, social security).

www.eures-granderegion.eu

EURAXESS Luxembourg

EURAXESS Luxembourg is the contact point for the mobility of all researchers and scientific personnel. The EURAXESS Luxembourg portal posts job offers in the fields of research and development published by the University of Luxembourg, public research bodies and private companies. The „Foreign Researcher's Guide to Luxembourg“, available in English, can be downloaded on the EURAXESS portal.

www.euraxess.lu/



Contact the EURES Luxembourg consultants at:

eures@adem.etat.lu



IX. Useful links

www.adem.lu (DE, FR, EN)

Jobseekers, employers and young persons starting out on their careers will find important information about the Luxembourg labour market, as well as on topics such as looking for a job, financial help, vocational training and much more, on ADEM's website.

www.eures-granderegion.eu/en (DE, FR)

The website of the EURES Grande Région network provides information to jobseekers, cross-border workers, employers and young persons concerning matters relating to cross-border professional mobility (such as workers' rights, taxation, social security, etc.). You will also find here a list of EURES counsellors for the cross-border region of Saarland-Great East-Wallonia-Luxembourg-Rhineland-Palatinate.

www.guichet.lu (DE, FR, EN)

On Luxembourg's administrative website, citizens and businesses will find detailed information concerning all aspects of daily life (work, taxation, social/health questions, education, financing and subsidies, etc.), as well as on specific administrative procedures.

www.itm.lu (FR)

The website of the Labour and Mines Inspectorate (ITM – Inspection du Travail et des Mines) provides information on important matters concerning labour law as well as safety and health in the workplace. It also includes useful specimen contracts (e.g. specimen contracts of employment), and model letters (e.g. model dismissal letters). ITM's Help Call Center can also be contacted by telephone (+352 247 76 100) or by e-mail at helpcenter@itm.etat.lu.

www.csl.lu (FR)

The website of the Chamber of Employees (CSL – Chambre des salariés) provides a great deal of information about workers' rights and also, amongst other things, information concerning the different types of employment contracts, as well as standard-form letters, standard-form contracts and application forms.

www.luxembourg.public.lu (DE, FR, EN)

The official internet portal of the Grand Duchy of Luxembourg provides interesting information about the Luxembourg State, as well as information on matters such as living, working, studying and investing in Luxembourg.





-  <https://ec.europa.eu/eures/public/en>
-  www.adem.lu
-  www.linkedin.com/company/adem-luxembourg
-  www.linkedin.com/company/eures-luxembourg



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