

Executive Assistant

The team

The Norton Rose Fulbright Luxembourg office, which was set up in June 2017, consists of a dynamic and enthusiastic team working closely with our more than 50 offices globally and offers employees and associates the opportunity to play an integral part in consolidating the office's presence within the Luxembourg market.

Our team is made up of experienced and multilingual lawyers with extensive knowledge of the Luxembourg legal and regulatory environment and covers the firm's core practices, including corporate/M&A, investment funds, banking and finance, real estate, employment, litigation and cross-border tax planning. Availability, quality and responsiveness are the hallmarks of our team.

The Role

The Executive Assistant will organise and execute the day-to-day administration and office support for the legal team, provide the fee earners of this team with effective high-quality document production, (specific) practice administration and support that appropriately meet their requirements. These tasks include but are not limited to preparation of complex and often confidential documents, presentations, correspondence, client billing and support with effective calendar management; travel arrangements and all forms of communication.

The Executive Assistant will also perform all other duties as deemed necessary and as assigned by the supervisor for efficient functioning of the Department, Office and Firm.

Specific responsibilities include:

- Managing calendars in Microsoft Outlook including:
 - Making and rearranging calls and meetings, ensuring efficient scheduling, using discretion and judgement when accepting requests
 - Reserving conference rooms, arranging food and beverages when asked for, coordinating video/audio and other equipment, proactively seeking out and dealing with any necessary paperwork etc
- Coordinating travel planning and coordinating comprehensive travel programs, to include assisting with booking flights and preparation of itineraries etc. in conjunction with the Firm's designated travel management company and in accordance with the Firm's Greener Flights Policy
- Preparing correspondences (letters, emails), archiving and filing documents
- Assisting with (i) filings with the local registers, (ii) publications with the official gazette and (iii) formalities relating to notarial deeds (liaising and following up with notary office, organising the pick-up of documents to be apostilled etc.) (iv) submissions to authorities (e.g. CSSF)
- Using document management software (Microsoft Office 2010, including Word, PowerPoint and Excel, pdfDocs, Adobe etc.) to create, format, paginate, number, process mark-ups and present documents in Norton Rose Fulbright house style
- Proof reading and checking all work for spelling, grammar, formatting and presentation where appropriate, to improve work product
- Taking minutes of board and shareholders' meetings (in case needed), replicating simple documents (such as convening notices) and translation of certain documents (if needed)
- Proactively working with other members of the team to ensure relevant documentation is attended to in order to meet internal and external clients' expectations and deadlines
- Demonstrating in-depth knowledge and experience and the ability to perform under pressure
- Maintaining and updating comprehensive client contact information using client database Interaction

- Assisting with the team's business development (preparation of Bids/Credentials, updating fee earner CV's, preparation of conferences and other events), all with a proactive attitude and a willingness to contribute to the reflective process
- Matter management: requesting conflict checks, opening, maintaining and closing matters in NRF systems
- Matter data reporting e.g. Client Matter Listing data, Matter Billed and Unbilled data and WIP data (Launchpad Secretary Tiles)
- Processing of Expense Claims (for travel and other expenses made)
- Assistance in the AML/KYC process for clients, where needed
- Assisting Partners in all aspects in relation to billing (including sending and participating in the recovery of invoices)
- Assisting in office management tasks: reception of providers/clients, up keeping of common spaces, ordering supplies, keeping inventories up to date...

Skills and Experience Required

- At least 5 years' experience in a similar position within a law firm
- Experience as an executive assistant and in paralegal work
- Fluent in French and English, German knowledge will be considered as an asset
- Proficient in Microsoft Pack (Word/Excel/ PowerPoint/Outlook)
- Pro-active and taking ownership of queries, dynamic, highly organized, team-spirit and rigorous and at ease in an entrepreneurial international set-up
- Excellent communication skills
- Exercising confidentiality and discretion

Diversity and Inclusion

At Norton Rose Fulbright we value difference and promote a culture of respect for each individual. We encourage workforce diversity in all aspects and at all levels and in doing so create an environment where everyone can realise their full potential and career ambitions on the basis of merit and skill.

If you are unable to apply for a position online or require any reasonable adjustments during the recruitment process, please contact our Recruitment team on Luxembourg.Jobs@nortonrosefulbright.com

We want to support your application as best we can. For that reason, we operate a Guaranteed Interview Scheme (GIS). This means that applicants with a disability need only meet the minimum qualifying criteria for a role to qualify for an interview under the scheme.

To find out more about Diversity and Inclusion at Norton Rose Fulbright please click on the following link <https://www.nortonrosefulbright.com/en-gb/about/diversity-and-inclusion>

If you have any questions during the recruitment process, please contact:

Hanane Gaouir, Human Resources, at: Luxembourg.Jobs@nortonrosefulbright.com

Norton Rose Fulbright

Norton Rose Fulbright is a global legal practice. We provide the world's pre-eminent corporations and financial institutions with a full business law service. We have more than 4,000 lawyers based in over 50 cities across Europe, the United States, Canada, Latin America, Asia, Australia, Africa, the Middle East and Central Asia.

Recognized for our industry focus, we are strong across all the key industry sectors: financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; and life sciences and healthcare.

Wherever we are, we operate in accordance with our global business principles of quality, unity and integrity. We aim to provide the highest possible standard of legal service in each of our offices and to maintain that level of quality at every point of contact.

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