

**Legal Secretary (m/f/d) –  
Eversheds Sutherland (Luxembourg) LLP****The Firm :**

Eversheds Sutherland is a firm committed to delivering client service excellence. We are known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for our clients.

As a full service law practice, we act for many sectors across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients in each of its practice areas including Real Estate, Company Commercial, Employment, Labor and Pensions, Litigation and Dispute Management.

With 75 offices across 35 countries worldwide, we have become one of the largest law practices in the world which is a great place to develop your career.

**The role :**

We are looking to hire a polyvalent **Legal Secretary (m/f/d)**. We are recruiting a full time position (40 hours) starting as soon as possible. Our legal secretaries are responsible for a wide and varied range of tasks to support our business such as :

**• Administration :**

- Formatting and e-filing of documents
- Writing and answering correspondence
- Organising meetings (virtual and in-person) and travel
- Dealing with and screening incoming calls
- Handling expenses for the lawyers
- Welcoming clients at the reception and ensuring their comfort
- Receiving mail and deliveries and ensuring their distribution at the office

**• Billing :**

- Creating, monitoring and closing new client and supplier files
- Preparing and issuing invoices
- Registering supplier invoices and monitoring their payment
- Assisting with debt collection and handling disbursements
- Monitoring outstanding bills
- Managing deadlines and internal procedures
- Implementing the specific billing protocols for each client
- Coordinating with the finance and accounting teams located in Paris (France) and Leeds (UK)
- Communicating the billing information to the legal teams

## **Skills and Experience:**

- You have some professional experience as a billing assistant or legal secretary, ideally in a law firm
- A working command of English and French is essential as we work in an international environment; command of other languages would be an asset
- You are a team player with good communication skills. You are also autonomous, dynamic and pay high attention to detail
- You have intermediate to advanced skills in MS Office applications

## **Our Offer :**

- A diversified work experience in a vibrant and young international team
- Easy access to the work place – we are situated at walking distance from the Luxembourg train station
- Opportunities to work with colleagues around the world
- Last but not least: a culture that promotes cooperation, diversity and training!

## **Diversity and Inclusion**

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.

If you are interested, we look forward to receiving your CV and letter of motivation at [RecruitLux@eversheds-sutherland.com](mailto:RecruitLux@eversheds-sutherland.com).