

ganado

CAREER OPPORTUNITY

administrative assistant

Our office in Luxembourg is seeking to recruit an administrative assistant.

Typical duties include:

- providing first line support to lawyers;
- handling enquiries by telephone and e-mail;
- maintaining manual and electronic records;
- inputting of timesheets;
- preparing invoices;
- carrying out AML checks on new clients;
- handling incoming and outgoing mail and couriers;
- sending documents via e-file;
- ordering RCS extracts;
- performing general secretarial and office duties, including preparing boardrooms for meetings, greeting clients, filing, scanning and photocopying;
- paralegal work; and
- translations from English into French.

The ideal candidate will:

- have a sound academic preparation;
- have previous experience in a similar position;
- be proficient in written and spoken French and has good knowledge of English;
- have excellent IT proficiency, particularly in MS Word and Excel;
- be able to work well with minimal supervision;
- be proactive, take initiative, work under pressure and demonstrate attention to detail;
- be eager to learn and evolve in a newly set up organisation; and
- be organised, self-motivated and possess excellent communication skills.

Applicants are required to send an email to nhernandez@ganado.com and sschembri@ganado.com together with a detailed CV and covering letter.

All applications will be treated in the strictest confidence.