

Great change is here.

**Linklaters**

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Are you ready?



## Overview

**Linklaters LLP** is a global law firm with 31 offices in 21 countries. Our worldwide operations comprise more than 4,800 people and provide access to market-leading practices and experts in all key practice areas. **Linklaters LLP** advises the world's leading companies, financial institutions and governments on their most challenging transactions and assignments

Joining **Linklaters LLP** will give you the opportunity to work alongside talented lawyers and colleagues throughout the world who are determined to deliver results and solutions. With offices in major business and financial centres, you will participate in delivering an outstanding service to our lawyers and clients anywhere in the world.

In order to reinforce our teams, we are currently looking for a:

## Legal Secretary

### Key responsibilities and challenges

Support our lawyers with the preparation (including creation and amendment) of documents, spreadsheets and presentations

Dealing with internal calls and external client queries in an appropriate and confident manner

Managing diaries, organising internal and external meetings, conference calls and organising travel arrangements

Providing administrative support for matter opening, time recording, filing, billing and archiving

Undertaking administrative tasks e.g. typing, photocopying, scanning, printing, archiving, hard copy filing, etc.

Proactive monitoring and management of emails as required

Assisting with ad-hoc matters

### Qualifications and skills required

Fluent in English and French, German and Luxembourgish would be an asset

Degree in the secretarial field (or equivalent)

A first successful experience in a similar role

Excellent organisational skills with ability to prioritise tasks

Strong teamwork ethic, communication skills and respect for confidentiality

Excellent MS Office skills

### **We offer you**

The opportunity to work for an ambitious firm with a clear sense of direction

Intellectually challenging and rewarding work

Top-quality training and career development

A network of offices to provide you with the high standards and consistency you require across the Americas, Europe, Asia and the Middle East

If this opportunity is the challenge you are looking for, please apply online.

For any further information, please visit our [website](#) or [Facebook](#) and [LinkedIn](#) pages

**Confidentiality guaranteed**