

lexfield

*Are you a team player? A multitasker and problem-solver?
Are you looking for an opportunity to boost your career?
A dynamic and challenging work environment?*

LexField is an independent law firm based in Luxembourg, recognised as a prime player by legal directories Legal 500 and Chambers & Partners. Our expertise covers all fields of business law, with a particular focus on private equity, private wealth, investment funds, M&A, corporate, insurance and tax.

Our young and energetic team serves international and local clients, including private equity firms, multinational companies, financial institutions, start-ups, entrepreneurs and high net worth individuals.

Our corporate culture combines a high-quality customer service with a real emphasis on people and teamwork. You will work in a dynamic and entrepreneurial environment with an international dimension. Being a mid-size law firm, we are proud of our good work-life balance. It is important for everyone and we value the friendly and welcoming atmosphere we created.

With offices located in the heart of Luxembourg city centre, we foster sustainable mobility and are developing an environmentally conscious workplace.

In the context of our development, we are currently looking for an **Administrative Assistant (m/f)** to ensure the efficient operation of the office on a day-to-day basis and provide administrative support to the lawyers and staff.

Administrative Assistant (m/f)

Role

- Supporting the team in various administrative tasks such as drafting correspondence, formatting documents, printing, scanning and filing documents, etc.
- Verifying and completing records, forms, and documents
- Handling filings with the Luxembourg Trade and Companies Register
- Welcoming visitors and answering phone calls
- Processing of incoming and outgoing mail and shipping
- Managing agendas, meetings and conference calls for the Partners
- Organising domestic and international business trips (booking flights, hotel or restaurant)

Profile

- Secretarial degree or equivalent
- A similar experience in a law firm will be considered as an asset.
- Excellent computer skills, including MS office proficiency (Word, PowerPoint, Excel and Outlook)
- Strong organizational skills
- Excellent written and verbal communication skills in French and English
- Pro-active, service-minded and team spirit

- Discrete and reliable, ability to handle confidential and sensitive documents.
- Thoroughness and attention to detail.

What we offer

- A stimulating multicultural environment where we promote diversity, talent and a good work-life balance;
- A knowledge sharing and friendly working environment giving priority to team work;
- Trainings and career development;
- Flexible working arrangements.

Are you interested in this job opportunity? Please send your application by email to: jobs@lexfield.com

All applications will be treated as strictly confidential.