



Team Assistant

TS&P is a boutique law firm providing bespoke high-quality corporate and tax advice, while always considering practical and commercial aspects. This tailor-made advice is achieved with the support of an experienced team whose members have been working together for over a decade, creating strong and enduring client relationships built on trust. The team owes its long-lasting success and global market recognition to its unique common mind-set.

TS&P is hiring a Team Assistant.

Responsibilities:

- Providing general administrative support to the team (emailing, scanning, filing, drafting documents, collect signatures, etc.)
- Compile and prepare documents for internal and external meetings
- Prepare and follow-up invoices, fee reports and client records
- Handle regular mail
- Organize meetings and welcome clients
- Manage events and business trips
- Take care of expense forms
- Manage office supplies stock and orders

Requirements:

- Perfect command of MS Office (Outlook, Word, PowerPoint, Excel, Teams)
- Highest working standards and good organisational skills
- Ability to work autonomously as well as in team
- Ability to multitask and to work within deadlines
- Attention to detail and accuracy, efficiency and flexibility
- Initiative and proactive spirit

Qualifications:

- Fluency in (i) both English and French or (ii) both English and German
- Luxembourgish or any additional language or experience will be considered as an asset
- A degree related to administration, assistance or secretarial support or relevant working experience will be considered as an asset
- Valid work permit

Should you wish to join our team, please submit your application by email with a cover letter and resume to: contact@tsp.law