



Personal Assistant

Brief

We are currently looking to recruit a Personal Assistant from 2 years' experience to join our Investment Funds Team in Luxembourg.

About the Firm

Pinsent Masons is a global 100 law firm, with over 3,400 employees and operating out of 26 locations across Europe, Asia Pacific, Africa and the Middle East. We have a long-standing reputation for delivering high-quality legal advice rooted in a deep understanding of the sectors and geographies in which our clients operate. Our global reach ensures that we are well-placed to advise on complex multi-jurisdictional matters across a full range of legal disciplines.

The firm has significant international credentials in the financial services, energy, infrastructure, real estate, and advanced manufacturing and technology sectors. Services provided across these sectors include asset management and investment funds, corporate and M&A, commercial, competition, litigation and arbitration, banking, restructuring, insurance, regulatory, construction, projects, pensions, property, planning and environmental, procurement, outsourcing, employment, share plans and incentives, technology and tax advice.

We aim to promote progress and change so that our business can work better for people. Pinsent Masons has embedded a range of diversity & inclusion initiatives to create an environment in which it's people can flourish. We operate an agile working scheme, which offers staff flexibility in terms of where they work.

Awards

Pinsent Masons has achieved more tier 1 rankings in The Legal 500 UK guide than any other firm, won the "Law Firm of the Year Award 2019 – Legal Business" for the second time and is recognised among the most innovative law firms in Europe by the Financial Times. Pinsent Masons was also named Law Firm of the Year 2018 by The Lawyer, and is ranked No 1 on the UK Stonewall Workplace Equality Index 2019.

Candidate Summary

- You have a minimum of 2 years of successful experience as an assistant.
- You are familiar with Word, Outlook, PowerPoint, Excel is mandatory.
- You are Fluency in English and German is mandatory; French would be considered an asset.
- You have strong, concise written and oral communication skills.
- You have Excellent organizational and communication skills, attention to details.
- You have ability to meet deadlines, multi-task and adapt to frequently changing priorities.
- You can work independently.
- You are committed to delivering a high level of customer service.
- You are approachable and adaptable.
- You are flexible in attitude and working hours.

The Opportunity

You will oversee the assistantship of our German Partner and his Investment Funds team. You will provide general administrative support to our lawyers. As a key element of our Investment Funds team, you will be in charge of:

- Managing daily calendar of the Partner.
- Organizing meetings and travels.
- Supporting staff meetings, board meetings, conference calls, and other events.
- Providing high level of administrative support for the team.
- Assisting and reviewing presentations, reports, correspondence, etc.
- Liaising with clients.
- Preparing invoices with our finance department.
- Handle projects in coordination with the Partner and all the team.

What will we offer you?

- An attractive salary package.
- A dynamic and friendly workplace.
- We are a market leading, dynamic and growing global team who work together to produce outstanding results for our clients.
- We invest in our team and have a first-class training and career development programme. Our training reflects our position as a market leader in communications and sourcing. Our training will assist you to develop as a specialist with valuable sector knowledge and the ability to deliver "best of breed" services.
- Early responsibility and opportunities to develop client relationships.

Should you require further details, please contact our local HR Manager Catherine De Rosa who can discuss the role and requirements.

If you are interested in this position, please send your application to Catherine de Rosa, HR Manager, catherine.derosa@pinsentmasons.com. All application will be treated strictly confidentially.