

---

## **Executive Assistant / Full time**

### **The team**

The Norton Rose Fulbright Luxembourg office, which was set up in June 2017, consists of a dynamic and enthusiastic team working closely with our more than 50 offices globally and offers employees and associates the opportunity to play an integral part in consolidating the office's presence within the Luxembourg market.

Our team is made up of experienced and multilingual lawyers with extensive knowledge of the Luxembourg legal and regulatory environment and covers the firm's core practices, including corporate/M&A, investment funds, banking and finance, real estate and cross-border tax planning. Availability, quality and responsiveness are the hallmarks of our team.

### **The Role**

The Executive Assistant will organise and execute the day-to-day administration and office support for the Investment Funds team, provide the fee earners of this team with effective high-quality document production, (specific) practice administration and support that appropriately meet their requirements.

The Executive Assistant will also perform all other duties as deemed necessary and as assigned by the supervisor for efficient functioning of the Department, Office and Firm.

### **Specific responsibilities include:**

General administrative support:

- Diary management: organisation of internal/external business meetings (booking location, sending calendar invites, coordinating video/audio, arranging food and beverages when asked for)
- Documentation assistance: scanning and printing jobs, bible creation, closing preparation, liaising with doc production, filing (notably on IManage), proofreading
- Prepare correspondences (letters, emails) using document management software (Microsoft Office 365, including Word, PowerPoint and Excel, pdfDocs, Adobe etc.)
- Ordering RCS Extracts, AoA, RBE extracts, certified versions
- RCS: Filings & follow-up
- Expense claims preparation (Chrome River)
- Team management and coordination with other support services (organisation of team meetings, follow up on annual leave...)

Matter and financial administration:

- Process new matter requests (requesting conflict checks, opening, maintaining and closing matters in NRF systems) ensuring all necessary information is provided accurately to finance and compliance
- Point of contact for all matter administration including, but not limited to, new payor and TPP requests, adding new clients, checking on matter status, establishing a good dialogue with central finance and compliance teams, Partner allocations
- Creation of engagement letters
- Production and sharing of WIP reports within the team
- Liaise with finance and team to support the billing process as necessary e.g. narrative amendments, creating tasks and phases, moving time entries, changes to rates, entries on draft invoices and write downs
- Regular follow-up re. matter openings with CDD teams

- Assistance in the AML/KYC process for clients, where needed
- Audit letters : drafting (collecting necessary information from Lux Finance and from RCS, sending out to Auditor and Company by email and by post)
- Lead on Know-How matter opening

#### Marketing and BD process support:

- Coordinate travel planning (with our travel agency) and coordinate comprehensive travel programs, to include assisting with booking flights and preparation of itineraries etc. in conjunction with the Firm's designated travel management company and in accordance with the Firm's Greener Flights Policy
- Support partners BD activities as necessary e.g. draft BD / CRM emails (lunch, thank-you notes, follow-up, reminders, reactivation, offer follow-up, etc.)
- Registration for conferences
- Maintaining InterAction: create new contact, update contacts, save all BD events and logging key information
- Light editing of client presentations
- Assist with client events from time-to-time (preparation and on the day)

#### Skills and Experience Required

- At least 5 years' experience in a similar position within a law firm
- Fluent in French and English, German knowledge will be considered as an asset
- Proficient in Microsoft Pack (Word/Excel/ PowerPoint/Outlook)
- Pro-active and taking ownership of queries, dynamic, highly organized, team-spirit, rigorous and at ease in an entrepreneurial international set-up
- Excellent communication skills
- Exercising confidentiality and discretion

#### Diversity and Inclusion

At Norton Rose Fulbright we value difference and promote a culture of respect for each individual. We encourage workforce diversity in all aspects and at all levels and in doing so create an environment where everyone can realise their full potential and career ambitions on the basis of merit and skill.

If you are unable to apply for a position online or require any reasonable adjustments during the recruitment process, please contact our Recruitment team on [Luxembourg.Jobs@nortonrosefulbright.com](mailto:Luxembourg.Jobs@nortonrosefulbright.com)

We want to support your application as best we can. For that reason, we operate a Guaranteed Interview Scheme (GIS). This means that applicants with a disability need only meet the minimum qualifying criteria for a role to qualify for an interview under the scheme.

To find out more about Diversity and Inclusion at Norton Rose Fulbright please click on the following link <https://www.nortonrosefulbright.com/en-gb/about/diversity-and-inclusion>

If you have any questions during the recruitment process, please contact:

Hanane Gaouir, Human Resources, at: [Luxembourg.Jobs@nortonrosefulbright.com](mailto:Luxembourg.Jobs@nortonrosefulbright.com)

#### Norton Rose Fulbright

Norton Rose Fulbright is a global legal practice. We provide the world's pre-eminent corporations and financial institutions with a full business law service. We have more than 4,000 lawyers based in over 50 cities across Europe, the United States, Canada, Latin America, Asia, Australia, Africa, the Middle East and Central Asia.

Recognized for our industry focus, we are strong across all the key industry sectors: financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; and life sciences and healthcare.

Wherever we are, we operate in accordance with our global business principles of quality, unity and integrity. We aim to provide the highest possible standard of legal service in each of our offices and to maintain that level of quality at every point of contact.

#### Law around the world

[nortonrosefulbright.com](http://nortonrosefulbright.com)