

VERTUMNUS IS HIRING AN ADMINISTRATIVE ASSISTANT

(> 2 years professional experience)

Vertumnus is recruiting an administrative assistant to strengthen its team.

YOUR MISSIONS

- Assisting the lawyers in all their legal procedures and notably:
 - o managing phone calls, correspondence and reception of clients
 - o administrative management of files (opening, completing, monitoring and updating)
 - o processing, drafting, sending and following up on letters and emails
- Organising, managing and preparing meetings and travels of the partners.
- Managing of logistics, consumables and relationships with the suppliers.
- Preparing and issuance of invoices and related follow-up actions.

YOUR PROFILE

We are looking for an administrative assistant who:

- **is rigorous, proactive and responsive, polyvalent and flexible with excellent organisational and communication skills. Team spirit and discretion are essential;**
- has excellent knowledge of the standard IT & Microsoft Office tools;
- has completed a secretarial training and/or acquired relevant professional experience, preferably in Luxembourg;
- has an excellent command of French and English, both written and spoken (a command of German and/or Luxembourgish is an advantage).

If you are interested in joining us, please send your CV together with a cover letter by email to: ophelie.metryka@vertumnus.lu and do not hesitate to contact us for further information.

Based in Luxembourg, Vertumnus is an independent full-service law firm.



We strive to understand and handle our clients' needs whatever legal disciplines may be involved. Our clients choose us for our capacities in multidisciplinary thinking and problem solving.

We are a dynamic international team listening to our clients' needs and goals. Client focus is our slogan and sits at the heart of everything we do.