

Legal Personal Assistant

An open and energetic atmosphere and a personal approach - at Simmons & Simmons Luxembourg, we like to do things differently. Yes, we're part of an international network with 21 offices in 15 countries, but our approach is entrepreneurial, innovative and all about putting people at the center. We're a team of 50 amazing people, servicing clients within the Asset Management & Investment Funds and Financial Institutions sectors. Having the benefit of Simmons & Simmons' unique position advising some of the world's leading companies, Financial Institutions, Funds and Supranational Organisations, the firm provides its clients with a premium sector-focused advice.

Need a change? Interested in becoming a member of the dynamic and fast-expanding Luxembourg-based team of an international business law firm? We are looking for:

A Legal Personal Assistant

YOUR ROLE

- Managing the calendar, mailbox and diary of a Partner;
- Arranging travel, accommodation and meetings;
- Coordinating and organising events and engagements (incl. relevant registrations);
- Acting as the primary point of contact for clients and internal operational departments, etc.;
- Keep the client database updated;
- Undertaking general secretarial and administrative duties, such as monitoring and responding to email and telephone inquiries;
- Engaging in project management activities;
- Maintaining confidentiality of all client and firm information;
- Drafting correspondence, legal documentation, presentations, etc.;
- Performing submissions on the Luxembourg Business Registers.

YOUR PROFILE

- 5-8 years' experience as an Administrative Assistant, Executive Assistant, Personal Assistant or similar role experience is mandatory;
- Prior experience in a Luxembourg law firm or in a similar working environment;
- Outstanding communication skills both in French and English; German considered as an asset;
- A degree in secretarial work or an equivalent degree;
- Excellent IT skills in Word, Excel, PowerPoint and Outlook;
- Trust, discretion, organisational talent and confidentiality are essential;
- Fast problem-solving skills and the flexibility to think outside the box;
- Strong team spirit whilst being able to work independently;
- Ability to multitask and prioritise effectively;

- Demonstrating excellent time management skills with the ability to deliver a high quality of work within tight deadlines.

WE OFFER

- Contract for an indefinite period
- Internal trainings and career development
- Work in a centrally located office with excellent access to public transport links
- Working for a prestigious firm which has grown exponentially over the last six years
- Flexibility for remote working
- International and dynamic teams
- Multicultural and diverse environment

Additional information:

- Start: As soon as possible

Contact Information

If you feel that this job description corresponds to your skills and expectations, please do not hesitate to send your CV, together with a letter of introduction, to the address below.