**An Executive Assistant / Paralegal (3 years’ experience)**

CM Law is looking for an **Executive Assistant / Paralegal** to support its firm and participate in its continued growth. In this position, your typical day will see you working on a wide range of different tasks. Your main focus areas will be to:

* Legal support of the lawyers (KYC, board minutes, contracts, EGM, etc.)
* Ensure front-desk activity (reception, telephone, correspondence and meeting rooms' management)
* Provide general administrative support to the team (create, type, format, copy, file, archive. documents and files)
* Coordinate all actions linked to office management and deal with suppliers (manage office supplies, control the tidiness and operational functionality of the office, manage IT issues, signal repairs.)
* Take part in the invoicing process on Avonca system (prepare and send invoices, record time, disbursements and expenses)
* Participate in marketing actions (events and conferences, mailings, material, digital communications.)
* Be part of a team and work in close cooperation with the other team members.

# Profile

We are looking for someone who:

* Has an experience of minimum 3 years in a similar role, ideally in a law firm or legal environment
* Holds a bachelor's degree in executive secretarial studies or languages
* Has an excellent command of French and English, written and spoken. A good command of German, Italian and/or Luxembourgish is an advantage
* Has an excellent knowledge of Microsoft Office: Word, Excel and PowerPoint
* Is highly organised, rigorous, reliable and pro-active
* Can demonstrate strong adaptability competences and a good resistance to stress
* Is a good team player and, at the same time, capable to work autonomously
* Has strong interpersonal skills and is customer oriented.

# We offer

* A human scale working environment where positive communication, feedback and initiatives are encouraged
* Interesting, diversified and stimulating challenges
* An opportunity to develop your personal and professional skills.

# Interested?

Send your CV and cover letter to:

CM Law [[1]](#endnote-1)

Att. : Raphael Collin

68, Rue Marie-Adelaide

L - 2128 Luxembourg

Or by email to [info@cmlaw.lu](mailto:info@cmlaw.lu)

1. CM Law is an independent Luxembourg law firm who combines local footprint with worldwide orientation. Established on October 2014, CM Law is looking for talented, dedicated and performance-oriented individuals interested in taking on challenging assignments and in taking part in the successful development of the firm. [↑](#endnote-ref-1)