

## JOIN OUR DYNAMIC TEAM

### AS A PERSONAL/EXECUTIVE ASSISTANT

We are seeking a motivated and organized individual to fill the role of Personal/Executive Assistant to one of our Partners. As a key member of our team, you will provide administrative support to the partner and its team while maintaining the highest level of confidentiality and professionalism.

#### ABOUT US

Brouxel & Rabia Luxembourg Law Firm (B&R) firm is a mid-sized, multicultural organization with a strong reputation for excellence. We pride ourselves on our collaborative and dynamic work environment, where every team member's contribution is valued and recognized. Our ideal office location offers easy access to public transportation, making it an attractive choice for those who also value convenience.

For more information, do not hesitate to visit our website: [www.brouxelrabia.lu](http://www.brouxelrabia.lu)

#### WHAT PROFILE SHOULD OUR NEW COLLEAGUE HAVE?

We are looking for a motivated and dynamic individual who is:

- A team player with excellent communication skills and a positive attitude.
- Efficient, resourceful, and able to anticipate needs and prioritize responsibilities.
- Proactive, with the ability to take initiative and make decisions autonomously.
- Committed to maintaining the highest standards of ethics and integrity.
- A match for our firm's values and culture.

#### YOUR ROLE

As a Personal/Executive Assistant, you will be responsible for:

- Providing administrative assistance to the partner and its team.
- Handling and processing confidential documents and information with discretion and professionalism.
- Managing agendas, organizing travel and meetings, and ensuring seamless day-to-day operations.
- Supporting the partner in monitoring deadlines and workflow and providing proactive solutions to meet their needs.



- Monitoring the partner's mailbox and responding to emails and phone calls.

## REQUIREMENTS

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- Confidentiality and discretion when handling sensitive information.
- Methodical working approach, with a focus on attention to detail and accuracy.
- Reliability and flexibility.
- Excellent written and verbal communication skills in both English and French.
- Full proficiency in MS Office tools, including Word, Excel, PowerPoint, and Outlook.
- Ability to work quickly and efficiently.

## WORK ARRANGEMENT

This is a full-time position, requiring a regular presence at our office. While we understand the importance of flexibility, we require our Personal/Executive Assistant to be available to work daily from our office. Remote working may be possible in exceptional circumstances, but it is not a standard arrangement for this role.

## WHAT WE OFFER

- A challenging and rewarding role with opportunities for growth and development.
- Comprehensive training to ensure your success in the role.
- A dynamic and multicultural work environment with a strong team spirit.
- Participation in marketing initiatives and opportunities to contribute to the firm's growth.
- A competitive salary and benefits package.
- A convenient and accessible office location with easy public transportation options.

## HOW TO APPLY

If you are a motivated and organized individual, please submit your application, including your resume and a cover letter, to [welcome@brouxelrabia.lu](mailto:welcome@brouxelrabia.lu) or our online application portal <https://brouxelrabia.lu/careers/>. We look forward to hearing from you!

***Important Note: We kindly request that only direct applications from candidates be submitted. We do not accept applications from recruitment agencies, and any applications received through agencies will not be considered.***