

Executive 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 offices in 18 countries, but our approach is entrepreneurial, innovative and all about putting people at the center. We're a team of 40 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:

An Executive Assistant

YOUR ROLE

- Managing the agenda and time schedule of our Partner, National Practise Group Head, and ensuring deadlines are met;
- Organising inbox and dispatching of emails to the person/department in charge;
- Organise meetings, business trips, events and participation in conferences & other events (booking and arranging travel, transport and accommodation) across multiple time zones;
- Acting as a first point of contact, dealing with correspondences and telephone calls and ensuring follow-up, if required;
- Assist with the preparation of presentations, correspondence and narrative documentation;
- Liaising with regulators/advisers/clients and facilitating the communication with the relevant department;
- Provide support to the team in terms of planning organisation and administration (follow-up of the engagement, management of client file and related billing aspect, etc.);
- Keeping databases and filing systems up-to-date, filing of legal documents.

YOUR PROFILE

- Prior experience as Executive Assistant is mandatory with a Degree in Administrative Assistant, Business administration or other relevant field;

- Prior experience in a Luxembourg law firm or in a similar working environment is an advantage;
- Outstanding communication skills both in French and English; German considered as an asset;
- 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 to find solutions;
- Strong team spirit whilst being able to work independently;
- Proactive 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.

All applications will be treated strictly confidentially.

Simmons & Simmons Luxembourg LLP
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