

# Legal Secretary

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 15 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? Willing to be a member of the dynamic and fast-expanding Luxembourg-based team of an international business law firm? We are looking for:*

## A Legal Secretary

### Your Role:

- Reviewing of documentation (mostly formatting), including, but not limited to, legal documents, client correspondence, letters, memoranda, reports and presentations;
- Performing submissions and researches on the Luxembourg Business Registers and E-file;
- Welcoming of clients and various reception duties including telephone coverage;
- Organising travel arrangements for lawyers and staff;
- Coordinating and managing of agendas;
- Ensuring the proper conduct of internal KYC procedures is a plus;
- Updating of databases; and
- *Ad hoc* secretarial duties as and when they arise.

### Your Profile:

- 3-5 years' experience as an Administrative Assistant, Legal Secretary or similar role experience is mandatory;
- Prior experience in a Luxembourg law firm or in a similar working environment;
- Fluency in French and English. Any additional language skills would be considered as an asset;
- A degree in secretarial work or an equivalent degree;

- Proficiency in the use of MS Word, MS Excel, MS PowerPoint and Outlook (IManage is a plus);
- Excellent personality with an extremely high level of integrity;
- Good team player but able to work independently;
- Excellent communication skills and good team spirit;
- Ability to meet deadlines, to prioritise workload and function effectively in a multi-task environment.

#### 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 seven 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.**

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