

# Job Specification

<b>Job Title:</b> Administrative Assistant	
<b>Location:</b> Luxembourg	<b>Reports To:</b> Head of Operations
<b>Working Pattern:</b> Full time	<b>Contract Type:</b> Permanent
<b>Role Purpose:</b> <p>We are a truly global organisation with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific, and a superb pedigree in the Legal sector. We proud ourselves on our award winning highly innovative approach, which has won us clients ranging from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, across all sectors.</p> <p>We need someone who is passionate about assisting the lawyers to give great service to clients, helping to achieve our goal, to be the leading global business Law firm.</p> <p>You will be a highly professional and organised individual, energetic, enthusiastic and with great people skills. As a dedicated team player, you will flourish within our fast-moving environment, enjoying an excellent remuneration package and great opportunities to advance your career within our global Firm. We are an entrepreneurial team that enjoy the work we do within an international setting.</p> <p>Will you add your skills to our Luxembourg team? Please contact Loubna Ajjan at <a href="mailto:Loubna.ajjan@dlapiper.com">Loubna.ajjan@dlapiper.com</a></p>	
<b>Key areas of responsibility:</b> <ul style="list-style-type: none"><li>• Working closely with the Lawyers and the Billing &amp; Collection Manager on the billing process (Client billing process)</li><li>• Working collaboratively with the rest of the secretarial team, to provide a comprehensive secretarial/admin support service</li><li>• Assisting lawyers with filings or other registrations with company registers</li><li>• Executing tasks related to lawyers' time entry and new business intake requests and general file organisation and maintenance</li><li>• Pro-actively managing and maintaining fee earners' diaries</li><li>• Organising meetings, events and travels</li><li>• Liaising with a wide range of internal stakeholders and clients</li></ul>	
<b>Skills, experience and characteristics:</b> <ul style="list-style-type: none"><li>• Previous proven secretarial experience in a fast pace corporate environment. Law firm environment is an asset</li><li>• Excellent experience with Microsoft office software packages</li><li>• Strong Communication (verbal, written incl. reporting) - advanced presentation skills in PowerPoint / Excel/ Word - with experience in pulling together business management quality decks</li><li>• Able to communicate fluently in French with a high level of written and spoken business English. German is an asset</li><li>• Highly structured and organized</li><li>• Able to demonstrate initiative and energetic approach to the work</li><li>• Able to work as part of a team and able to work calmly under pressure</li><li>• Problem solving ability and ability to take ownership of tasks</li><li>• Positive spirit and collaborative mindset</li></ul>	

## The Firm

DLA Piper is a global law firm with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. Our global reach ensures that we can help businesses with their legal needs anywhere in the world. We strive to be the leading global business law firm by delivering quality, service excellence and value to our clients and offering practical and innovative legal solutions to help them succeed. Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, as well as government and public sector bodies.

## Our Values

In everything we do connect with our People, our Clients and our Communities, we live by these values:



### Be Supportive.

We care about others, value diversity and act thoughtfully.



### Be Collaborative.

We give, we share and we join in.



### Be Bold.

We stand tall and challenge ourselves to think big.



### Be Exceptional.

We exceed standards and expectations.

## Diversity and Inclusion

At DLA Piper we are working hard to ensure that our talent pool is diverse. For us, diversity isn't just about visible differences, it's the unique blend of talents, skills, experiences and perspectives that makes each of us an individual.

We know it's crucial to have a culture and environment where those differences are genuinely valued and that's why we strive to be a business where everyone can thrive, develop and succeed based on their talent. Our aim is to build an inclusive and supportive culture where all our people feel they belong and can achieve their best.

## Agile Working

We recognise that people have responsibilities and interests outside of their career and that as a business, we all benefit from working flexibly. That's why we are open to discussing with candidates the different ways in which we are able to support requests for agile working arrangements.

## Pre-Engagement Screening

In the event that we make an offer to you, and where local legislation permits, we may conduct pre-engagement screening checks that may include but are not limited to your professional and academic qualifications, your eligibility to work in the relevant jurisdiction, any criminal records, your financial stability and references from previous employers.