

## Join our team!

**Will you be the Receptionist (M/F/X) we are looking for?**

**If you want...**

- ✓ **to be a part of a work family with exciting people?**
- ✓ **your opinion and feedback be valued?**
- ✓ **to be challenged to grow and improve?**
- ✓ **work for renowned clients?**

**... you have come to the right place @ Brouxel & Rabia Luxembourg Law Firm!**

### WHO ARE WE?

Brouxel & Rabia Luxembourg Law Firm (B&R) is an independent business law firm who combine the expertise of the best law firms with the proximity of a mid-size law firm.

The firm assists national and international renowned clients (mainly multinationals, private equity houses, banks, insurance companies, high net worth individuals, asset and wealth managers) looking for legal support in the fields of among others: Corporate Law, M&A, Investment Funds, Private Equity, Real Estate, Capital Markets, Tax, Banking & Finance, Regulatory matters, ...

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 receptionist/office all-rounder to provide a friendly, welcoming and efficient front desk service, in line with our values. The role will provide vitally important administrative support across the firm on a full-time basis.

### YOUR ROLE

- Providing first point of contact for B&R's clients, visitors and staff;
- Welcoming and attending to clients and visitors;
- Handling of correspondence, answering and screening phone calls;
- Providing administrative support to the team;
- Overseeing reception and meeting rooms, office supplies procurement;
- Manage agendas, meeting schedules, conference call arrangements, communication and other key actions;
- Handle daily operational tasks and assist direct staff and clients as needed;
- Ensure compliance with operating policies and procedures.



## YOUR EXPERIENCE AND SKILLS

- Previous experience in a similar position;
- Excellent command of English and French, Luxembourgish and other languages will be considered an advantage;
- Positive attitude and enthusiasm for customer care, great organization skills;
- High standards of professional and personal presentation;
- Computer literate with intermediate MS Office skills;
- Demonstrate resourcefulness with ability to anticipate needs, prioritize responsibilities, manage multiple priorities with tight timelines, and take initiative;
- High standards of ethics and integrity, matching B&R's values.

## WHY APPLY TO B&R?

B&R offers you:

- A challenging role
- A culture of feedback, knowledge sharing, continuous training and career development combined with the proximity of a mid-size law firm where the quality of the workplace and the human relationship are one of our primary concerns
- A multicultural environment where we promote diversity
- An attractive remuneration package
- Possibility to gain exposure and participate in marketing initiatives – we also promote from within!
- An ideal office location close to the city center and the station, with easy access to the tramway

## OUR RECRUITMENT PROCESS

Candidates may submit their application, containing a letter introduction and resume, by email to: [welcome@brouxelrabia.lu](mailto:welcome@brouxelrabia.lu) or via our application form available on our website: <https://brouxelrabia.lu/careers/>



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