PART-TIME ADMINISTRATIVE ASSISTANT

LINARI LAW FIRM is an independent law firm based in Luxembourg for 23 years.

The firm provides legal services worldwide to clients who have business interests in Luxembourg. Our team represents multinational groups and companies as well as local companies.

We are continuously developing the services provided to our clients, putting special emphasis on responsiveness, privileging high-level work contacts and professional excellence, creative thinking, pragmatic and flexible approach.

The firm has built its reputation by providing high quality legal services.

To strengthen our team, we are looking for a part-time administrative assistant (permanent contract).

YOUR TASKS

General secretarial tasks
Deal with incoming calls and emails
Handle agenda and manage Meetings
Welcome clients
Prepare travels
Manage office supplies
Handle suppliers
Filing and archiving
Drafting and sending of letters
Drafting of PowerPoint presentations
Organization of events (teambuildings notably)

The candidate will also work as the personal assistant to the Managing Partner.

YOUR PROFILE

- Driving license mandatory (not necessary to have a car)
- You are fluent in French and English (mandatory)
- You are proficient with Mircrosoft softwares (especially Excel, Word, Powerpoint and Outlook)
- You are a dynamic and flexible person
- You have strong organisation (ability to multitask) and communication skills
- You have an excellent presentation

WE OFFER

- A permanent contract (24 to 28 hours per week)
- A position in a dynamic law firm and a pleasant environment
- A broad range of tasks
- Benefits such as lunch vouchers (10,80 EUR each), health insurance, gym subscription
- Career advancement possibilities

If you recognize yourself in this job description and want to join our team please send your CV and cover letter to recrutement@linari-law.lu

Please be informed that all applications will be treated confidentially, we will only respond to candidates corresponding to this profile.