

Billing 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 20 countries, and our approach is rather entrepreneurial, innovative and all about putting people at the centre. In Luxembourg, we're a team of 50 amazing people, servicing clients within the Asset Management & Investment Funds, Financial Institutions, Healthcare & Life Science and Technology, Media, Telecommunications 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 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:

A Billing Assistant

YOUR ROLE

- Organising and coordinating the client billing process with our lawyers;
- Corroborating and reconciling any billing data and ensuring its accuracy;
- Verifying draft invoices and ensuring compliance with the agreed billing arrangements;
- Generating, finalising and issuing invoices;
- Responding to client inquiries related to billing, payments, and invoices (acting as main contact person);
- Monitoring of outstanding payments and collaborating with the collection team to ensure an accurate follow-up on debt;
- Managing of expense claims and third party service providers' invoices; and
- Being responsible for any other administrative general billing-related task.

YOUR PROFILE

- Prior experience as an administrative or billing assistant;
- Degree in secretarial, accounting or administrative work;
- Proficient in using billing software/systems and MS Office applications;
- Prior experience in a Luxembourg law firm or in a similar working environment is an advantage;
- Fluency in French and English;
- Ability to work independently and to maintain strict confidentiality; and
- Ability to meet deadlines, to prioritise workload and function effectively in a multi-task environment.

WE OFFER

- contract for an indefinite period (CDI);
- Internal trainings and career development;
- Work in a centrally located office with excellent access to public transport links;
- Working for a prestigious firm which continues to grow;
- Flexibility for tele-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 LuxHR@simmons-simmons.com.

All applications will be treated strictly confidentially.