



Job Title: Bilingual Legal Secretary

Contract: Permanent, Full Time

Location: Luxembourg

We are looking for a bilingual legal secretary in the Firm's Luxembourg office to provide secretarial and administrative support to lawyers, other principals and their teams in French and English. This individual will be responsible for preparing documents and correspondence and will assist with the preparation of monthly billing, in addition to performing a wide variety of other administrative tasks.

Summary of duties

- Registering and maintaining the LBR
- Uploading all necessary documentation to the Firm's e-file platform and monitoring any incoming or returned documents from the regulator
- Uploading all necessary documentation to E-desk
- Coordination of apostille and legalisation requests
- Dealing with incoming calls and organising conference calls
- Handling written and electronic correspondence including responding, forwarding and filing where necessary
- Managing lawyers' Outlook calendars
- Recording lawyers' time entries in the Firm's time recording system
- Making travel arrangements and completing travel and expense reports
- Organising and scheduling meetings including reserving rooms, coordinating equipment and ordering food
- Ensuring that all documents are organised, scanned, saved and filed clearly and consistently
- Preparing materials for clients
- Preparing and tracking client billing and financial information
- Updating the CRM system on a regular basis
- Collaborating with the Dechert Help Desk to manage IT maintenance for the Luxembourg office
- Ordering office supplies
- Performing any other duties as necessary for the efficient functioning of the Firm

Knowledge, skills and abilities

- Secondary level education required, university studies preferred
- Minimum of 3 years' experience as legal secretary (in a Luxembourg law firm would be an advantage)
- French and English at a high level of proficiency, native or bilingual (C1/C2) - good knowledge of German and Luxembourgish would be an advantage
- Excellent oral and written communication skills
- Excellent interpersonal and organisational skills
- High attention to detail and the ability to multi-task and meet deadlines
- Ability to prioritise and coordinate work
- Ability to work productively and cooperatively with employees at all levels
- Ability and willingness to learn new skills
- Proficiency in MS Office (Word, Excel, PowerPoint), and Outlook

Contact : Chrystelle.Ferrari@dechert.com

Dechert

Dechert is a global law firm, focused on sectors with the greatest complexities, legal intricacies and highest regulatory demands, we excel in delivering practical commercial judgment and deep legal expertise for high-stakes matters.

We value openness, communication, integrity and honesty, thriving on the individual and collaborative efforts that are essential to producing excellent results. At Dechert, we are committed to attracting a diverse group of highly talented individuals from all sources, regardless of background. We seek to hire men and women with sharp minds, a passion for learning and the skills to deliver a level of client service that is distinctively Dechert.

Dechert is committed to ensuring equal employment opportunity and non-discrimination. We are proud of our Firm and want everyone to feel welcome with an equal opportunity to excel. Thank you for your interest in Dechert.