

Great change is here.

Linklaters



Are you ready?

Overview

Linklaters LLP is a global law firm with 31 offices in 21 countries. Our worldwide operations comprise more than 4,800 people and provide access to market-leading practices and experts in all key practice areas. **Linklaters LLP** advises the world's leading companies, financial institutions and governments on their most challenging transactions and assignments.

Joining **Linklaters LLP** will give you the opportunity to work alongside talented lawyers and colleagues throughout the world who are determined to deliver results and solutions. With offices in major business and financial centres, you will participate in delivering an outstanding service to our lawyers and clients anywhere in the world.

In order to reinforce our teams, we are currently looking for a:

Legal Secretary

Key responsibilities and challenges

- Support our lawyers with the preparation (including creation and amendment) of documents, spreadsheets and presentations;
- Dealing with internal calls and external client queries in an appropriate and confident manner;
- Managing diaries, organising internal and external meetings, conference calls and organising travel arrangements;
- Providing administrative support for matter opening, time recording, filing, billing and archiving;
- Undertaking administrative tasks e.g. typing, photocopying, scanning, printing, archiving, hard copy filing, etc.;
- Proactive monitoring and management of emails as required;
- Assisting with ad-hoc matters.

Qualifications and skills required

- Fluent in English and French, German and Luxembourgish would be an asset;
- Degree in the secretarial field (or equivalent);
- A first successful experience in a similar role;
- Excellent organisational skills with ability to prioritise tasks;

- Strong teamwork ethic, communication skills and respect for confidentiality;
- Excellent MS Office skills.

We offer you

- The opportunity to work for an ambitious international Firm where communication through feedback and innovative ideas are encouraged;
- Intellectually challenging and rewarding work within a multicultural environment where diversity and inclusion are celebrated;
- Benefit from a strong team with an excellent expertise in Luxembourg;
- Work in a friendly, motivated and determined environment;
- Top-quality training and career development opportunities.

If this opportunity is the challenge you are looking for, please apply [online](#).

For any further information, please visit our [website](#) or [Facebook](#) and [Linkedin](#) pages

Confidentiality guaranteed