



## **EXECUTIVE ASSISTANT (H/F)**

CM Law is currently looking for an **Executive Assistant** to support its office and participate in its continued growth. In this position, your typical day will see you working on a wide range of different tasks. Your main focus areas will be to:

- Ensure front-desk activity (reception, telephone, correspondence and meeting rooms' management)
- Provide general administrative support to the team (create, type, format, copy, file, archive... documents and files)
- Organize meetings and business trips
- Coordinate all actions linked to office management and deal with suppliers (manage office supplies, control the tidiness and operational functionality of the office, manage IT issues, signal repairs.)
- Update databases and contact lists in Excel and Outlook
- Take part in the invoicing process on Avonca system (prepare and send invoices, record time, disbursements and expenses)
- Take part in the AML / KYC process
- Participate in marketing actions (events and conferences, mailings, material, digital communications.)
- Be part of a team and work in close cooperation with the other team members.

### **Profile**

We are looking for someone who:

- Has an experience of minimum 3 years in a similar role, ideally in a law firm or legal environment
- Holds a bachelor's degree in executive secretarial studies or languages
- Has an excellent command of French and English, written and spoken. A good command of Luxembourgish is an advantage
- Has an excellent knowledge of Microsoft Office: Word, Excel and PowerPoint
- Is highly organized, rigorous, reliable and pro-active
- Can demonstrate strong adaptability competences and a good resistance to stress
- Is a good team player and, at the same time, capable to work autonomously
- Has strong interpersonal skills and is customer oriented.

### **We offer**

- A human scale working environment where positive communication, feedback and initiatives are encouraged
- Interesting, diversified and stimulating challenges
- An opportunity to develop your personal and professional skills.



Interested?

Send your CV and cover letter by email to [info@cmlaw.lu](mailto:info@cmlaw.lu)

CM Law is an independent Luxembourg law firm who combines local footprint with worldwide orientation. Established on October 2014, CM Law is looking for talented, dedicated and performance-oriented individuals interested in taking on challenging assignments and in taking part in the successful development of the firm.