



Personal Assistant (m/f)

Part-time 50%

Baker McKenzie's Luxembourg office is part of a global law firm that offers a wide range of expertise and legal solutions customized to our international clients' needs. We advise clients on market-leading transactions in key industries, including banking, insurance, asset management, pharmaceuticals, oil, energy and real estate.

Baker McKenzie Luxembourg is seeking an experienced Personal Assistant to assist Partners in the Employment & Litigation department.

As a Personal Assistant, you will:

- Have a coordinator role between the Partner and her/his internal and external contacts;
- Provide general and specific administrative support directly to the Partner (draft and review documents such as letters and emails, scanning and filing responsibilities, etc.);
- Take care of incoming calls;
- Take care of the Partner's agenda and manage electronic diaries;
- Organize the Partner's meetings, calls, seminars and events;
- Organize trips abroad;
- Prepare and follow-up assistance for client records;
- Compile and prepare documents for internal and external meetings;
- Take care of expense forms and mission orders.

To assist our Litigation Legal team, you will be in charge of:

- Work closely with lawyers to support them on the management of their files (matter opening, etc...);
- Prepare case files and court bundles for litigation matters;
- Liaising with notaries, lawyers and authorities;
- Track and check documents (signature, legalization,...).

Experience & qualifications required:

- Relevant experience as a personal assistant, paralegal, secretary or administrative assistant in law firm, notary office, fiduciary or renowned firm;
- A degree related to paralegal, administration, assistantship or secretarial support;
- Fluency in English and French is mandatory;
- Communication skills in German or Luxembourgish would be an asset;
- Full proficiency in MS Office (Outlook, Word, PowerPoint, Excel, Visio);
- Technical background for preparing RCS orders/deposits and Proxy statements;
- Ability to multitask and prioritize workflow;
- Attention to detail and accuracy, efficiency and flexibility;
- Ability to be proactive and take initiative.

Candidates can submit their applications along with a cover letter and resume by email to:

hiring.luxembourg@bakermckenzie.com