

VERTUMNUS IS HIRING AN ADMINISTRATIVE ASSISTANT

Vertumnus is recruiting an administrative assistant to strengthen its team.

YOUR MISSIONS

- **Support to Lawyers:** Assist lawyers in the execution of their legal procedures, including:
 - o Handling incoming and outgoing phone calls, correspondence, and welcoming clients.
 - o Administrative management of client and KYC files (opening, updating, monitoring, and archiving).
 - o Drafting, processing, sending, and following up on letters, emails, and other documents.
- **Organisation and Coordination:**
 - o Organising, scheduling, and preparing meetings and business travel for the partners.
 - o Ensuring proper logistical arrangements and timely preparation of related documentation.
- **Office and Supplier Management:**
 - o Overseeing office logistics and the availability of consumables.
 - o Managing relationships with suppliers and service providers to ensure smooth daily operations.

YOUR PROFILE

We are looking for an administrative assistant who:

- **is rigorous, proactive and responsive, polyvalent and flexible with excellent organisational and communication skills. Team spirit and discretion are essential;**
- has completed a secretarial training and/or acquired relevant professional experience, preferably in Luxembourg. Prior experience is not a strict requirement: what matters most to us is the **enthusiasm to learn**, the **motivation** and the **desire to evolve** within our firm;
- has excellent knowledge of the standard IT & Microsoft Office tools;
- has an excellent command of French and English, both written and spoken (a command of German and/or Luxembourgish is an advantage).

If you are interested in joining us, please send your CV together with a cover letter by email to: info@vertumnus.lu and do not hesitate to contact us for further information.



Based in Luxembourg, Vertumnus is an independent full-service law firm.

We strive to understand and handle our clients' needs whatever legal disciplines may be involved. Our clients choose us for our capacities in multidisciplinary thinking and problem solving.

We are a dynamic international team listening to our clients' needs and goals. Client focus is our slogan and sits at the heart of everything we do.