



**GSK Stockmann** is a leading independent European corporate law firm with over 250 professionals and offices in Germany, Luxembourg and the UK. Drawing on wide-ranging expertise, our dedicated teams find individual solutions for clients' needs. Our advice combines an economic focus with entrepreneurial foresight. That is what is behind: **Your perspective.**

We are therefore looking for a **Receptionist / Administrative Assistant (m/f/d)**:

**Reception skills:**

- Answering and forwarding phone calls, taking messages;
- Preparing the meeting rooms and organising the setup and planning;
- Miscellaneous: taxi and restaurant bookings, client parking organisation, document processing, mail distribution, preparation of mail, registered mail, special deliveries, DHL, UPS, stock management - printers, papers, pencils, brochures, coffee, tea, other drinks, etc.;
- Support in the preparation of GSK events.

**Administrative assistant skills:**

- Emails management, setup conference calls, teleconferences and calendars organisation, updating databases, outlook contacts, copying, printing, scanning, fax, etc.
- Drafting, editing and finalizing correspondence;
- Assist in administrative tasks and office facility matters on demand.

**Profile:**

- Relevant experience in a receptionist and administrative position; a previous experience in hotel and hospitality will be an asset;
- Very good knowledge of MS-Office: Word, Excel, PowerPoint and Outlook;
- Motivated, organised, proactive and flexible individual with the ability to work both autonomously and in a team;
- Fluent in English and German, very good knowledge of French written and spoken; any other language will be an asset.

**We offer:**

- An attractive remuneration adapted to your qualifications, experience and performance;
- A multicultural working environment in a young and dynamic team;
- Training and development opportunities.



Please forward your CV and application letter in English to the attention of:

GSK Stockmann SA  
Human Resources department  
44, avenue John F. Kennedy  
L-1855 Luxembourg  
Tel. (+352) 271802-25 [hr@gsk-lux.com](mailto:hr@gsk-lux.com)