

Offre d'emploi

Nom de l'entreprise

Norton Rose Fulbright

Vos coordonnées :

Rue: Square de Meeûs 5-6

Code postal: 1000

Ville: Brussels

Personne à contacter: Silvia Taveira

N° tel: +32 22376125

Email:
silvia.taveira@nortonrosefulbright.com

Site web de l'entreprise:
<https://www.nortonrosefulbright.com/en-be/locations/brussels>

Quel bachelier serait le plus adapté pour trouver votre candidat(e)? (possibilité d'en choisir plusieurs)

Assistant de direction

Vous pouvez aussi déposer votre offre en version numérique



Junior Secretary 2023 - V2.pdf



Profil recherché

- Fluent English – mandatory.
- Highly proficient in spoken and written French or Dutch.
- Two to three years of experience in an administrative/secretarial role.
- Postsecondary education, ideally in office administration, executive assistant or similar.
- Ability to take ownership and be proactive.
- Problem solving mindset.
- Ability to organise, multitask and prioritise.
- Proficient in Microsoft Pack (Word/Excel/PowerPoint/Outlook).
- Solid communication skills, both written and verbal.
- Honesty, trustworthiness, and respectfulness.



Missions

Responsibilities include (but are not limited to):

- Preparing meetings, including booking meeting rooms, arranging food and beverages, setting up video/audio and other equipment, etc.
- Liaising with our travel agent for booking transport and accommodation in accordance with the Firm's Travel policy.
- Using document management software (Microsoft Office, including Word, PowerPoint and Excel, pdfDocs, Adobe etc.) to create, format, paginate, number, process mark-ups and present documents in Norton Rose Fulbright house style.
- Ordering courier services and taxis.
- Preparing correspondences (letters, emails).
- Assisting in office management tasks: reception of providers/clients, ordering supplies, keeping inventories up to date, archiving, sending and retrieving archives from our storage service provider, etc.
- Processing of Expense Claims (for travel and other expenses made).
- Keeping lists of contacts up to date.
- Printing, scanning, and binding of documents.

As the successful candidate becomes more comfortable within the role, their tasks will include:

- Managing Partners' agenda and monitoring deadlines.
- Preparing detailed business travel itineraries for Partners and Associates.
- Assisting with matter opening using dedicated software (process requirement forms: new client form, new matter form, money laundering form, conflict checks, engagement letters etc.) and

liaising with the different teams within the firm when required.

- Assisting the Financial Manager with the billing process, ensuring accurate invoices are issued within schedule.



Date limite de dépôt de candidature

Saturday, October 14, 2023

Junior Secretary

with opportunity for career growth

Job description

The Team

The Brussels office of Norton Rose Fulbright is located in the European District. Our team (<30 people) work together in a collaborative and friendly atmosphere. Furthermore, our work environment has an international feel as Norton Rose Fulbright has a global network of offices in over 50 cities. We work in particularly close cooperation with the London office.

The Role

As part of our high-performance culture, the ideal candidate for this role is organised, proactive and team oriented. The successful candidate will organise and execute the day-to-day administration and office support for the team, as described below, working closely with our two Legal Secretaries and with the Office Manager.

As the successful candidate becomes more comfortable and progresses within the role, they will be given extra responsibility over time.

This is a permanent and full-time role of 37.5 hours per week, with a daily schedule from 9:30 to 18:00, although some schedule flexibility may be required from time to time.

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Skills and Experience Required

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- Proficient in Microsoft Pack (Word/Excel/ PowerPoint/Outlook).
- Solid communication skills, both written and verbal.
- Honesty, trustworthiness, and respectfulness.

Our offer:

- Competitive salary.
- Excellent benefits package, including meal vouchers, pension group and hospitalization insurance.
- The possibility of working from home one to two days per week (ultimately in line with business needs).
- In-house training on the firm's tools.
- A fun and dynamic work environment – including regular out of hours activities!

For more information or to apply, please contact Silvia dos Santos Taveira, HR and Office Manager, +32 2 237 61 25, Brussels.Job@nortonrosefulbright.com.

Diversity and Inclusion

At Norton Rose Fulbright we value difference and promote a culture of respect for each individual. We encourage workforce diversity in all aspects and at all levels and in doing so create an environment where everyone can realise their full potential and career ambitions on the basis of merit and skill.

To find out more about Diversity and Inclusion at Norton Rose Fulbright please click on the following link <https://www.nortonrosefulbright.com/en/about/diversity-equity-and-inclusion>

Norton Rose Fulbright

Norton Rose Fulbright is a global law firm. We provide the world's preeminent corporations and financial institutions with a full business law service. We have more than 4000 lawyers and other legal staff working across Europe, the United States, Canada, Latin America, Asia Pacific, Africa and the Middle East.

Recognized for our industry focus, we are strong across all the key industry sectors: financial institutions; energy; infrastructure, mining and commodities; transport; technology and innovation; and life sciences and healthcare.

Wherever we are, we operate in accordance with our global business principles of quality, unity and integrity. We aim to provide the highest possible standard of legal service in each of our offices and to maintain that level of quality at every point of contact.

Norton Rose Fulbright Verein, a Swiss verein, helps coordinate the activities of Norton Rose Fulbright members but does not itself provide legal services to clients. Norton Rose Fulbright has offices in more than 50 cities worldwide, including London, Houston, New York, Toronto, Mexico City, Hong Kong, Sydney and Johannesburg.

Law around the world

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