

# Linklaters

Linklaters LLP is a law firm which specialises in advising the world's leading companies, financial institutions and governments on their most challenging transactions and assignments. With offices in major business and financial centres, we deliver an outstanding service to our clients anywhere in the world.

We are looking for a **Legal Secretary** to join our office in Brussels

## Your role :

- You will provide administrative support to lawyers and will deal with correspondence (typing, use of digital dictation).
- You will execute basic reproduction work such as printing, copying, binding, faxing and scanning.
- You will be responsible for the filing of documents.
- You will organise meetings, travel and conference calls.

## What we expect :

- You preferably have a bachelor degree in administration/management assistant.
- You are a native Dutch-speaker and you have thorough knowledge of English and French.
- You have excellent MS Office related skills in Word, Excel and PowerPoint.
- You have excellent organisational skills and you take ownership of your work.
- You are a committed team player, flexible and proactive.
- You demonstrate you are able to work under pressure and you have a can-do attitude.
- You have a good eye for detail.
- Previous experience in a similar position in another law firm is an asset.

## What we offer

- A learning experience in a truly international and professional environment.
- A work location easily accessible by public transport.
- A rewarding remuneration package.

## Apply to :

Please upload an application file to our website [www.linklaters.com/careers](http://www.linklaters.com/careers) by searching for job reference 2793BR.