



Job Description

Job title: Administration Assistant
Department: Global Support Team
Jurisdiction: Luxembourg

The Firm

The Ogier Luxembourg office offers tailor made legal advice to investment funds, private equity and financial institutions on cross-border transactions.

We act for leading fund managers, banks, corporate and private equity institutional clients based primarily in London, Continental Europe, East Asia and North & South America. Our teams of internationally experienced lawyers provide specialised legal advice (including on a comparative multijurisdictional basis) through the full life-cycle of our clients' structures.

As the only provider of legal services with a significant presence in both Luxembourg and the leading international jurisdictions of the BVI, Cayman, Guernsey and Jersey, Ogier is uniquely placed to provide fully integrated advice on both Luxembourg and offshore laws and investment structures/vehicles.

Purpose of the role

This role is to provide a comprehensive and confidential secretarial service to the immediate team of lawyers, ensuring that they are fully supported. But also supporting the Operations team with the Reception duties.

Key Responsibilities

- Ensure that all new client matters are accurately set up in the client accounting and database system, including research to satisfy due diligence requirements
- Maintain and amend client records, contact names and ensure files are closed when the matter is concluded
- Maintain a record of the directorships of the partners and liaise with the clients for the documentation in relation to those directorships
- Prepare or draft legal documents, emails, internal memoranda, correspondence, complex documents, briefing notes and precedents, produced accurately to the firm's accepted standards
- Support other secretaries in the team with large pieces of work or in busier periods and across other legal teams where capacity allows
- Actively participate in team meeting and social events
- Take ownership of allocated administrative tasks relevant to the team
- Screen all incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls for the team
- Maintain diaries and task lists as necessary, and ensure that individuals are prepared and available for meetings at the appointed time and appropriate room

Job description (cont.)

- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence
- Maintain professional contacts on in house system (Interaction) including entry of marketing activity and, where required, preparing marketing Vuture mailers
- Assist in the Reception area to cover certain tasks and times:
 - Maintain and coordinate bookings for the meeting rooms, video conference units and conference suite.
 - Provide hospitality support to the businesses using the client suite by regularly servicing the meeting rooms and kitchen area, providing light refreshments or meals as requested and ensuring that attendees at events and meetings are looked after.
 - Operate the building management system, CCTV system, access security system and any other system as required.
 - Welcome and direct all clients, suppliers or tenants to the office and assist them to answer any queries they have.
 - Provide internal and external mail delivery and collections including hand deliveries and couriers.

Competencies

- 0-2 years secretarial experience within a legal or financial services environment
- Fast and accurate typing skills with attention to detail
- Proficient in Word/Outlook
- Administrative and document management experience
- Superior organisational skills, with a disciplined approach to documentation
- Ability to efficiently manage own time, and effectively prioritise workflow
- Perfect command of both written and spoken English and French. Any other language would be an asset.