



## Job Description

Job title: Junior 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 professional service to the immediate team of assistants and lawyers, ensuring that they are fully supported. But also supporting the Operations team with the Reception duties.

### Key Responsibilities

- Prepare or draft legal documents, emails, internal memoranda, correspondence, produced accurately to the firm's accepted standards
- 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
- 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 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
- Support the GST team with the requests for the Trade Register (*RCS*)

## Job description (cont.)

- Maintain professional contacts on in house system (Interaction) including entry of marketing activities
- Assist in the Reception area to cover certain tasks and times, such as:
  - 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.
  - Preparing the suppliers' invoices for approval in our AP system;
  - Provide internal and external mail delivery and collections including hand deliveries and couriers.

### Competencies

- 0-2 years secretarial experience
- Accurate typing skills with attention to detail
- Proficient in Microsoft Word/Outlook
- Administrative and document management experience
- Superior organisational skills, with a disciplined approach to documentation
- Ability to efficiently manage own time
- Perfect command of both written and spoken English and French. Any other language would be an asset.

### What we offer

- A practical experience including direct contact with experienced lawyers and partners, creating opportunities for personal progression
- A young, dynamic, growing and multicultural working environment
- The possibility to develop an expertise and gain substantial exposure to various areas
- A training programme to develop your legal, business and soft skills in close collaboration with our Jersey head office

### Contact

If you are interested to join an international growing law firm, please send your application (including cover letter and resume in English) to [recruitment@ogier.com](mailto:recruitment@ogier.com). Regulatory information can be found at [ogier.com](http://ogier.com)