

**Legal Administrative Assistant (m/f)**  
**27/01/2020**



**Company description:**

Greenfield are very happy to assist one of our clients in their search of a Legal Administrative Assistant for their Luxembourgish office (+/12 persons). They are the largest privately held hospitality organizations in the world. You will assist the office manager in the daily administrative tasks as well as 2 Legal officers for their legal administrative duties.

**Function**

Your main responsibilities are:

**For the Legal assistance:**

- Day-to-day administration of a portfolio of Luxembourg resident companies under the supervision of the legal officers, including, inter alia:
  - coordinating the execution and legalization of various corporate documents and agreements;
  - convening of shareholders' and board meetings;
  - researching and collecting data to prepare documents for review and presentation by boards of directors and executives;
  - keeping corporate records and registers;
  - corresponding with local authorities;
  - assisting with the preparation of the forms and documents required for publication with the relevant authorities;
  - assisting with the approval process of the annual accounts and preparation of the relevant

documents;

- organizing files and updating folders and online database on regular basis.
- assisting with incorporation, changes to the bylaws and liquidation of companies;
- assisting with registration of changes into bylaws with the relevant Luxembourg authorities;
- assisting the legal team with certain corporate aspects of the projects (e.g. acquisitions, disposals) inter alia:
  - convening meetings;
  - coordinating signatures of the corporate documents;
  - preparing the closing bibles and updating the online database where required.

**For the Administrative Assistance:**

- day-to day administration of the office including inter alia:
  - ensuring all equipment in the office is working properly and maintenance of the equipment planned ahead and performed on timely basis;
  - all necessary stationery as well as any other office related supplies are ordered in a timely manner and available to the team members when required.
- acting as the main contact person for the banks:
  - preparing the necessary documents for the opening and closing bank accounts;
  - ensuring the bank accounts are open in a timely manner and are operational prior to any major transaction;
  - assisting with the payment process;
  - ensuring the payment ledger is up-to-date and invoices are settled on time;
- answering phones and routing calls to the correct person or taking messages;
- filing and retrieving corporate records, documents, and reports;





- helping prepare for meetings;
- greeting visitors and deciding if they should be able to meet with executives;
- making travel arrangements as required by the management;
- opening, sorting and distributing incoming faxes, emails, and other correspondence;
- provide general administrative support.

### Searched profile

- 2 to 3 years in Administrative Assistance
- Excellent English skills both in spoken and written
- Excellent interpersonal skills, energetic and hands on.

### Offer

- On top of salary (depending from experience), you will receive luncheon vouchers, full medical cover, annual trips and other incentives.
- No overtime required!
- Very friendly and family-oriented environment

### Contact

If you are interested in this position or would like to discuss other roles that we are currently recruiting for, please forward your CV in English to **Alan Chbeir** ([alan@greenfield.lu](mailto:alan@greenfield.lu)) by applying online.