

Join our team!

Will you be the Personal Assistant (M/F/X) we are looking for?

If you want...

- ✓ **to be a part of a work family with exciting people?**
- ✓ **your opinion and feedback be valued?**
- ✓ **to be challenged to grow and improve?**
- ✓ **work for renowned clients?**

... you have come to the right place @ Brouxel & Rabia Luxembourg Law Firm!

WHO ARE WE?

Brouxel & Rabia Luxembourg Law Firm (B&R) is an independent business law firm who combine the expertise of the best law firms with the proximity of a mid-size law firm.

The firm assists national and international renowned clients (mainly multinationals, private equity houses, banks, insurance companies, high net worth individuals, asset and wealth managers) looking for legal support in the fields of among others: Corporate Law, M&A, Investment Funds, Private Equity, Real Estate, Capital Markets, Tax, Banking & Finance, Regulatory matters, ...

For more information, do not hesitate to visit our website: www.brouxelrabia.lu

WHAT PROFILE SHOULD OUR NEW COLLEAGUE HAVE?

The Personal Assistant will provide a comprehensive range of administrative support to a dynamic team of lawyers and interface regularly with B&R's senior leaders and their clients.

YOUR ROLE

- Handle daily operational tasks and assist direct staff and clients as needed;
- Handle and process documents and information of confidential nature;
- Manage agendas, travel itineraries, meeting schedules, communication, and other key actions;
- Assist with the preparation of written materials; electronic filing;
- Ensure compliance with operating policies and procedures.



YOUR PROFILE

- Bachelor's degree in economics and business administration or high school diploma coupled with 2 years' experience in a similar position, ideally in an international environment
- Excellent knowledge of English and French, Luxembourgish and other languages will be considered an advantage
- Proficiency in the standard MS Office tools
- Excellent communication skills with an ability to respond with professionalism both in verbal and written communications with all levels of the firm
- Demonstrate resourcefulness with ability to anticipate needs, prioritize responsibilities, manage multiple priorities with tight timelines, and take initiative
- High standards of ethics and integrity, matching B&R's values

WHY APPLY TO B&R?

B&R offers you:

- A challenging role
- A culture of feedback, knowledge sharing, continuous training and career development combined with the proximity of a mid-size law firm where the quality of the workplace and the human relationship are one of our primary concerns
- A multicultural environment where we promote diversity
- An attractive remuneration package (including bonus payments and salary increases)
- Possibility to gain exposure and participate in marketing initiatives – we also promote from within!
- An ideal office location close to the city center and the station, with easy access to the tramway

OUR RECRUITMENT PROCESS

Candidates may submit their application, containing a letter introduction and resume, by email to: welcome@brouxelrabia.lu or via our application form available on our website: <https://brouxelrabia.lu/careers/>



BUSINESS
MINDED



MAKING A
DIFFERENCE



FORWARD
THINKING



SUSTAINABLE



ETHICAL AND
RESPONSIBLE

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