



As one of the leading law firms with 15 offices in Central and Eastern Europe, we advise clients in all commercial law matters. As part of our national and international teams, you will work with the most renowned lawyers in the industry. Quality, flexibility, innovation, and practice-oriented solutions for complex business assignments are at the heart of the Schoenherr philosophy.

For our Brussels office, we are looking for a full-time

Office Manager - Legal Assistant (m | f | x)

Job profile

- Correspondence in German, English and French
- Management & organization of daily business operations
- Event management
- HR generalist tasks (assistance with on/offboarding, payroll, etc)
- Records management and activity recording
- Phone and travel management
- Appointment coordination
- Preparation and creation of presentations
- Support with various administrative and organisational tasks
- Handling of invoicing, budgeting and bank services

We are looking for a candidate

- With experience as an assistant (ideally within a law firm) and/or office manager
- With very good knowledge of German, English, and French (written and spoken)
- With very good MS-Office skills, in particular Outlook, Word, and Excel
- Who is quick thinking, has commitment and out-of-the-box thinking
- Who works with precision and takes responsibility for tasks
- Who has team spirit

We offer

- A diverse range of responsibilities in a collegial, open, and international working environment
- Flexible working hours and the possibility of hybrid working/home office
- Company parties and joint activities
- Crisis-proof environment

Salary

Depending on your qualification and background, you will receive a performance-oriented salary that fits your

profile and abilities.

Become a part of our successful team and apply online (CV and letter of motivation). For further information about this vacancy, please give us a call at +43 1 5343 750729 or send an email at recruiting@schoenherr.eu.

apply online