

Legal Personal Assistant - Brussels!

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Company: Ryder Reid

Location: Belgium

Category: other-general

Job Description

A fantastic Personal Assistant role has arisen based in the heart of Brussels working for an International Law Firm - Hybrid Working + excellent benefits!!

Our client, a notable law firm, is looking for a Legal PA to join them permanently at their offices based in Brussels in an excellent location!

This is a full-time role Monday to Friday and the role offers a hybrid working of four days in the office, one working from home, along with excellent benefits and the opportunity to progress within the business.

The Legal PA will be able to work both independently and as part of a small team in supporting the Brussels office.

Duties will include but will not be limited to:

Diary management

Arranging travel

Billings

Administration

Arranging taxis

Creating documents

Plus Excellent benefits! A few below:

25 legal holidays

Holiday pay

13th month

Meal vouchers - 8 euro

Individual medical insurance

Guaranteed income insurance

Death benefit (life insurance)

Pension plan: 6% firm contribution of the monthly salary and many more!

Applicants must be well organised, be able to work well in a team, and possess document production experience.

For further information, please apply. Due to the high volume of applications, we are not able to respond to all enquiries. If you have not received a response within 72 hours, please assume you have not been shortlisted at this stage.

Thank you for taking the time to apply.

Ryder Reid Legal are a recruitment specialist, for almost thirty years we've been connecting legal talent with many of the leading law firms in London and internationally. Follow our LinkedIn page for the latest vacancies

Seniority Level

Mid-Senior level

Industry

Law Practice

Employment Type

Full-time

Job Functions

Administrative

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