# **Belgium Jobs Expertini®**

# **Legal Personal Assistant - Brussels!**

# **Apply Now**

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

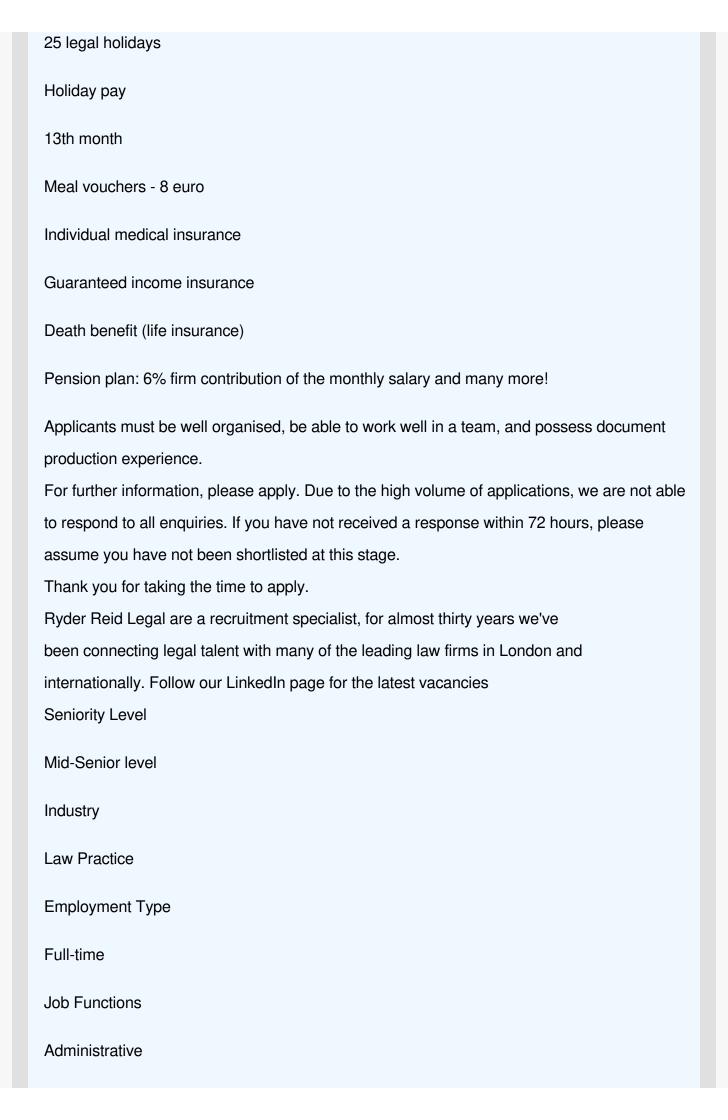
Billings

Administration

Arranging taxis

Creating documents

Plus Excellent benefits! A few below:



# **Apply Now**

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