

Personal Assistant

[Apply Now](#)

Company: Profile Group

Location: Belgium

Category: other-general

Function

Your Perfect Job?

Would you like to **play a key role in the future success of Cleary Gottlieb** by taking **ownership** for a wide variety of **responsibilities**?

You will use your **organisational skills** every day in order to **coordinate diverse meetings and travel from A-Z** whilst always ensuring follow-up. **A keen eye for detail** will help you **manage every responsibility efficiently**. Clear and diplomatic **communication** is vital in order to interact with both **internal and external stakeholders**.

You give **executive assistance** to 1 or 2 Partners

You are also part of the general Assistants' team that provides administrative **support for lawyers**

Managing and coordinating the **Partners' agenda**

Handling **travel arrangements**, including preparing itineraries, booking transportation & accommodation, obtaining visas, etc.

Assisting with a range of administrative tasks including processing **legal correspondence, telephone coverage, billing, and time recording**

Supporting the Partners, in coordination with the Business Development team, in **business development initiatives including client outreach, seminars and webinars**

Collaborating with the Event & Facilities team to **organize meetings, seminars, conference calls**

Attending **team meetings and seminars** when possible

Handling **filing**

Providing **back-up** for colleagues in the Assistants' team when necessary

Profile

Why You?

Either a **Bachelor degree (administrative related)**

OR **minimum 3 years of administrative experience**

Perfect command of English (written and spoken)

Plus **Very Good Dutch OR French** (written and spoken)

Excellent command of **Microsoft** applications

Outstanding **administrative** (accuracy, attention to detail, etc.) and **communication** skills

Excellent **organizational** skills, ability to **prioritize** workload

Reliable, flexible & **pro-active**

Professional ethic and manner – must demonstrate the ability to maintain **strict confidentiality**

Capability to work **independently** as well as in a **team** based environment.

Offer

Competitive Salary plus **Full Range** of Extra Legal Benefits including a discretionary Performance Based **Bonus**

2 Days **Teleworking**

28 Holidays

On-site subsidised Restaurant

FreeHealth Club Membership

Headspace Plus Subscription

FreeLanguage Lessons

37.5 hour working week, **starting anytime between 8 and 10 am**, Lunch **30 minutes to 2 hours**

Working with **friendly and easy going colleagues** towards a common goal

The opportunity to have **job security**, work on **interesting cases** and be part of a **real team** where reliability and professionalism are **appreciated**

Modern offices, centrally situated, accessible by **public transport and with parking**

Hiring Process

1st Interview with **the Secretarial Services Team Manager and HR** via Zoom

2nd Interview in person with the **Partners and Secretarial Services Team members**

Apply now!

If you would like to **contribute to the future success** of a highly prestigious international firm

If you **enjoy being busy whilst being responsible** for a diverse range of organisation and administration

If you would appreciate **interacting with a multicultural team and clients**

Apply Now Placed on: Thu 2 May 2024 Location: 1040 Brussels var shares = [];

shares.push(linkedin); shares.push(facebook); shares.push(twitter); shares.push(whatsapp);

shares.push(email); j = jQuery.noConflict(true); j(document).ready(function(){

j(#shareIcons).jsSocials({ showLabel: false, showCount: false, shares: shares }); });

Apply Now

Cross References and Citations:

1. **Personal AssistantUnitedarabemiratesjobsJobs Belgium Unitedarabemiratesjobs** ↗
2. **Personal AssistantHospitalityjobsJobs Belgium Hospitalityjobs** ↗
3. **Personal AssistantFrancejobs Jobs Belgium Francejobs** ↗
4. **Personal AssistantNairobijobs Jobs Belgium Nairobijobs** ↗
5. **Personal AssistantSchoolcounselorjobsJobs Belgium Schoolcounselorjobs** ↗
6. **Personal AssistantBuenosairesjobsJobs Belgium Buenosairesjobs** ↗
7. **Personal AssistantEntryleveljobs Jobs Belgium Entryleveljobs** ↗
8. **Personal AssistantSchoolcounselorjobsJobs Belgium Schoolcounselorjobs** ↗
9. **Personal AssistantJakartajobs Jobs Belgium Jakartajobs** ↗
10. **Personal Assistant HongkongjobsJobs Belgium Hongkongjobs** ↗
11. **Personal Assistant Cloudjobsnearme Jobs Belgium Cloudjobsnearme** ↗
12. **Personal Assistant Searchamericanjobs Jobs Belgium Searchamericanjobs** ↗
13. **Personal Assistant Manufacturingjobsnearme Jobs Belgium Manufacturingjobsnearme** ↗
14. **Personal Assistant ManchesterjobsearchJobs Belgium Manchesterjobsearch** ↗
15. **Personal Assistant PandajobsJobs Belgium Pandajobs** ↗
16. **Personal Assistant Cloudjobsnearme Jobs Belgium Cloudjobsnearme** ↗
17. **Personal Assistant Luxuryjobs Jobs Belgium Luxuryjobs** ↗
18. **Personal Assistant Minejobs Jobs Belgium Minejobs** ↗
19. **Personal assistant Jobs Belgium** ↗
20. **AMP Version of Personal assistant** ↗
21. **Personal assistant Belgium Jobs** ↗
22. **Personal assistant Jobs Belgium** ↗
23. **Personal assistant Job Search** ↗
24. **Personal assistant Search** ↗
25. **Personal assistant Find Jobs** ↗

Source<https://be.expertini.com/jobs/job/personal-assistant-belgium-profile-group-7f2305da2a/>