

# WE ARE HIRING

# SIMONT | BRAUN



## MANAGEMENT ASSISTANT (FR&EN)

Are you are in search for an exciting job in a dynamic and innovative law firm?

Here is the opportunity you are looking for!

## THE JOB

- You ensure that meetings and seminars are well prepared (files, organisation, set-up).
- You type letters, e-mails and other documents such as agreements, reports, presentations and this with a flawless layout.
- You are responsible for the administrative follow-up of the terms and deadlines of files and procedures.
- Once a month, you carry out the invoicing based on timesheets in collaboration with the accounting department.
- You manage telephone contacts with customers and ensure follow-up.
- And finally, you are responsible for the management of the agenda, e-mails and other documents.

## YOUR PROFILE

- You have experience in a similar position, ideally in a law firm or consulting company.
- You are a French native speaker and fluent in English.
- You have excellent communication and writing skills, flawless spelling and a keen eye for detail, and you easily adapt your style to your audience.

## WHY JOIN OUR TEAM?

Stimulating work environment.

Atmosphere of creativity & excellence.

Pleasant, dynamic & cohesive team.

Strong investment of our firm in your professional & personal development.

Healthy work-life balance.

## OUR OFFER

Salary according to your experience.

38h/week.

Flexibility in homeworking.

Meal vouchers & Eco-cheques.

Group & hospitalisation insurance.

Opportunities for further training.

## APPLY NOW!

Email your CV & and motivation letter to **Florence De Brier**

[fdb@simontbraun.eu](mailto:fdb@simontbraun.eu)

[www.simontbraun.eu](http://www.simontbraun.eu)

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