

# WE ARE HIRING

# SIMONT | BRAUN



## MANAGEMENT ASSISTANT (NL&EN)

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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

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You will be an integral part and responsible for the organisation of two growing and dynamic team operating in the following areas: corporate, financial services, FinTech, Technology and Data.

Your tasks will be to provide administrative, logistical and organisational support to two teams open to suggestions and ideas:

- Electronic management and (monthly) invoicing of files.
- Proactive role in marketing and business development.
- Management of the departments' legal and industry related resources.

## YOUR PROFILE

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- You have experience in a similar position, ideally in a law firm or a service or consulting company.
- You are fluent in both Dutch and English, a good command of French is an asset.
- Good knowledge of MS Office.
- You know how to assess priorities.

## WHY JOIN OUR TEAM?

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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

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Salary according to your experience.

38h/week.

Flexibility in homeworking.

Meal vouchers & Eco-cheques.

Group & hospitalisation insurance.

Opportunities for further training.

## APPLY NOW!

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

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

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

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