

WE ARE HIRING



ADMINISTRATIVE RECEPTIONIST

Simont Braun is a leading law firm specialising in corporate law, located on Avenue Louise in 1050 Brussels, with a team of around 70 people.

Do you have an interest in the legal sector and want to work in a warm environment? Then you might be the person we are looking for. Our receptionist makes every welcome a warm one. Always with a smile and enthusiasm.

THE JOB

As a **receptionist/administrative assistant**, you will be the business card of our office. You will be responsible for numerous administrative tasks and the smooth running of the reception desk.

Your duties will include :

- Welcoming visitors in a professional manner;
- Managing incoming calls;
- Managing incoming and outgoing mail;
- Maintenance and preparation of meeting rooms - customer services (catering - stock management and orders - IT);
- Handling of deliveries;
- Accurately maintain the reception book;
- Administrative support tasks (help with opening files, managing contacts, invoicing, filing, photocopying, archiving, etc.).

YOUR PROFILE

As the business card of our company, you have the following profile:

- You have a groomed appearance
- You are service-oriented, proactive and communicative
- You can express yourself fluently in French, Dutch and English
- You have experience in a similar position
- You have sufficient knowledge of MS Office
- You work meticulously and organised
- You are motivated

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

CDI / Salary according to your experience

30h/week: from 13h to 19h

Meal vouchers

Hospitalisation insurance

Group insurance

Eco-cheques

Public transport

reimbursement (commuting)

Fair trade organic fruit and snacks

Attractive remuneration and pleasant working conditions.

APPLY NOW!

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

fdb@simontbraun.eu

www.simontbraun.eu

Follow us  