

Lorenz is an international and independent law firm with offices in Brussels, Bishkek and Geneva.

Although we have the privilege to be involved in international and complex matters, we try to offer practical solutions to all our clients in their day to day activities. Beside our professional activities, Lorenz is a human size working environment where employees can develop their skills and taste the flavor of an international law firm.

Currently, we are seeking a **Office Manager/Legal Secretary** to join our Brussels office.

The Job

You will be responsible for:

- Help organising the day to day functioning of the office in handling (together with the relevant partner and the personal assistants), all daily activities of the law firm;
- Assisting in HR matters;
- Assisting in financial matters following up on payments, keeping track of incoming and outgoing money transfers, assisting the invoicing process;
- Assisting in the preparation of meetings, presentations, travel arrangements, and follow up of concerns voiced by clients, lawyers or staff and reporting it to the relevant partner;
- Assisting in providing administrative and secretarial support where necessary;
- Supervising and taking the lead in the interaction with other staff;
- Follow up on the implementation of procedures by the staff and lawyers alike.

Requirements

- Excellent organization skills, with ability to prioritize tasks to tight deadlines;
- Excellent typing skills, with strong command of Microsoft Office programs (Excel, Word, PowerPoint Access) and ideally document management systems;
- An outgoing personality along with the ability to work independently and within a team;
- Professional in conduct and appearance;
- Basic knowledge of Dutch, French and English is required.

The Offer

- A positive and pleasant working environment;
- An attractive remuneration package;
- Possibilities to develop your skills in an international working context.