

PwC Legal (Formerly MNKS) is a highly reputable top-tier firm based in Luxembourg. We provide high quality legal solutions to major international and domestic clients and combine our tailored expertise with a truly global and cross-competent approach. Our team is widely recognized for its innovative and business-oriented approach, its team spirit and strong core values.

**We are currently looking for a Business Assistant
(CDI – minimum 2 years' experience)**

Your Mission:

You will work in close cooperation with a Partner, assist him with his day to day administrative needs and the development of our commercial strategy, through tasks such as:

- Proactive management of mails, calendars and calls
- Schedule of internal and external meetings
- Be part of our invoicing process relating to your Partners' files
- Be a support in project management under partner's responsibility
- Propose commercial actions for current and prospective clients using research and reports from our CRM tool
- Organise business trips, follow business development activities and prepare varied business documentation

We offer:

From the moment that you will join our team, we aspire to make your work experience an outstanding and engaging one by offering:

- An attractive salary package
- Personalised induction program and day to day coaching throughout the mission
- Stimulating experience with multiple opportunities to bring added-value and proposals
- A friendly work environment that invites you to gain valuable knowledge and experience, explore opportunities, and discover a place for you.

The candidate should:

- Have a degree in managerial secretarial or equivalent
- Have a minimum of 2 years' experience as a Personal or Business assistant, have been involved in an invoicing process would be beneficial
- Be proficient in MS Word, PowerPoint, Excel, Outlook and search engine
- Have a perfect command of French and English and excellent writing skills
- Have excellent organizational skills and the ability to adapt easily

If you feel that you match our current recruitment needs, please send your application to:

recruitment@mnks.com

All applications will be treated in the strictest confidence.