

National law firm based in Central London which offers full services to their client, is looking for a **French and German speaking Team Assistant** to support lawyers for their French and German desks. You will be joining a small team very dedicated to their clients.

ROLE:

- Liaising with German and French clients and contacts in German/French by email and phone
- Monitoring client/contact emails in German and French
- Opening files for German/French clients according to information contained in German and French email exchanges
- Searching companies in the German commercial register (Handelsregister) and downloading of documents for anti-money-laundering and other purposes.
- Assisting Compliance team in relation to other file opening matters where German/French language ability is required
- Correspondence with German Handelsregister and ensuring that invoices are paid on time.
- Bill-covering letters and emails to German clients in German.
- Corresponding with clients in relation to billing queries in German/French.
- Looking after the administrative work when the lawyers are taking on interns
- Liaising with the British-German Jurists Association, booking meeting rooms, sending invitation, making accommodation and travel arrangements the German lawyer's attendance at meetings, in England or Germany, liaising with German travel organiser as necessary.
- Liaising with Chambers of Commerce, registering lawyers for events and arrange payment of invoices
- Dealing with preparation for German/French marketing initiatives, e.g. seminar slides in German/French; marketing material in German/French

PROFILE:

- Fluent in French, German and English
- Strong administrative experience and legal experience a plus
- Basic accounting experience
- Strong communication skills both spoken and written
- Ability to take initiatives
- Ability to work under pressure and with tight deadlines
- Interest in legal matters

SALARY:

£35K plus benefits