

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. As a trilingual Team Assistant, you will be joining a small team very dedicated to their clients. Working as a Team Assistant, you'll be responsible for the provision of high quality administrative and secretarial support to the Employment team. The London Employment team handles a diverse and interesting caseload often advising on international and cross border employment issues.

ROLE:

- supporting the head of department,
- co-ordinating fee earner diaries,
- giving general administrative support to the team
- acting as a key contact point for clients and colleagues alike.
- managing travel and accommodation arrangements and work effectively with other teams.

PROFILE:

- Fluent in French, English and German
- Ability to handle a challenging workload and to work on your own initiative
- Excellent organisational and time management skills as well as can-do attitude and strong organisational skills
- Excellent telephone manner and ability to communicate clearly and professionally with a wide range of people
- self-motivated, professional approach to all duties, demonstrating an understanding of discretion and confidentiality where appropriate.

SALARY AND BENEFITS:

- Between £32k and £35k according to skills and experience
- competitive benefits package including : pension, critical illness cover, health cash plan, death in service, discounted legal services, 25 days holidays (this increases with length of service), discounted online shopping, discounted gym memberships and season ticket loans.

