

Executive Assistant / Team Legal Assistant

[Apply Now](#)

Company: Falkerin S.à r.l.

Location: Strassen

Category: other-general

Responsibilities:

Report directly to the director

Primarily responsible for handling all administrative matters for the managing director

Support a Team with all administrative task including booking travel arrangements, managing calendar, organizing meetings/conferences, producing expense reports

HR Matters: Being the office point person for all HR related matters and liaising with the out-sourced HR provider, initial review of payroll reports, coordination of on-boarding of new employees and exiting of leaving employees

Other Matters: Circulate documents for signature, accumulate documents for coordination of review with outside counsel

Requirements:

Track record of working in a similar role in the past

Strong communication and organization skills

Proficient in English—written and verbal

Experience with Human Resource matters

Previous experience dealing with Senior Management including internal and external stakeholders

Strong knowledge and working experience with Microsoft Office—Visio, Word, PowerPoint, Excel

Ability to work well managing multiple deadlines and managers

[Apply Now](#)

Cross References and Citations:

1. Executive Assistant / Team Legal Assistant [SupervisorjobsJobs Strassen Supervisorjobs](#)
2. Executive Assistant / Team Legal Assistant [HyderabadjobsJobs Strassen Hyderabadjobs](#)
3. Executive Assistant / Team Legal Assistant [Nutritionistjobs Jobs Strassen Nutritionistjobs](#)
4. Executive Assistant / Team Legal Assistant [Taiwanjobs Jobs Strassen Taiwanjobs](#)
5. Executive Assistant / Team Legal Assistant [Workjobs Jobs Strassen Workjobs](#)
6. Executive Assistant / Team Legal Assistant [Googleforjobsposting Jobs Strassen Googleforjobsposting](#)
7. Executive Assistant / Team Legal Assistant [HtmljobsJobs Strassen Htmljobs](#)
8. Executive Assistant / Team Legal Assistant [Universityjobsnearme Jobs Strassen Universityjobsnearme](#)
9. Executive Assistant / Team Legal Assistant [HospitalityjobsJobs Strassen Hospitalityjobs](#)
10. Executive Assistant / Team Legal Assistant [Sqljobs Jobs Strassen Sqljobs](#)
11. Executive Assistant / Team Legal Assistant [PropertyjobsJobs Strassen Propertyjobs](#)
12. Executive Assistant / Team Legal Assistant [Gurujobs Jobs Strassen Gurujobs](#)
13. Executive Assistant / Team Legal Assistant [MuseumjobsJobs Strassen Museumjobs](#)
14. Executive Assistant / Team Legal Assistant [HrjobsJobs Strassen Hrjobs](#)
15. Executive Assistant / Team Legal Assistant [Bankingjobsnearme Jobs Strassen](#)

Bankingjobsnearme ↗

16. Executive Assistant / Team Legal Assistant Supplychainjobs Jobs Strassen

Supplychainjobs ↗

17. Executive Assistant / Team Legal Assistant Healthcarejobsnearme Jobs Strassen

Healthcarejobsnearme ↗

18. Executive Assistant / Team Legal Assistant Irelandjobs Jobs Strassen Irelandjobs ↗

19. Executive assistant / team legal assistant Jobs Strassen ↗

20. AMP Version of Executive assistant / team legal assistant ↗

21. Executive assistant / team legal assistant Strassen Jobs ↗

22. Executive assistant / team legal assistant Jobs Strassen ↗

23. Executive assistant / team legal assistant Job Search ↗

24. Executive assistant / team legal assistant Search ↗

25. Executive assistant / team legal assistant Find Jobs ↗

Source<https://lu.expertini.com/jobs/job/executive-assistant-team-legal-assistant-strassen-falkerin-s-a-r-l--5aaef45dc9/>

Generated on: 2024-05-04 by [Expertini.Com](https://www.expertini.com)