



## Legal Assistant (m/w/d) in an international company

Our partners in the legal field are looking to strengthen their already well established team with a qualified candidate in the field of

### **Legal Assistant (m/w/d) in an international company**

#### **Your future tasks and responsibilities:**

- Keeps cases organized by establishing and organizing files
- Maintaining and monitoring calendars
- Ensuring all meeting deadlines are met and supporting the legal staff with professional reminders.
- Properly documenting all actions.
- Inputting all information into file database and case management software properly, as well as assisting with previously incorrectly inputted information.
- Helps develop cases by maintaining contact with people involved in the case.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with attorney, clients, and providers.
- Supports all members of the legal team with administrative requests in a timely and professional manner.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests
- Exploring opportunities to add value to job accomplishments.

#### **Your Profile:**

- Either an commercial apprenticeship (Ausbildung) or higher education in an applicable field (a legal field)



background would be ideal)

- An In depth working of both the German and English language
- Previous experience in the legal assistance field would be a plus.
- A solid understanding of the standard Microsoft Office applications
- A friendly and professional attitude
- The ability to work efficiently under stress

### The advantages:

- An open, friendly, and international business environment.
- Constant ability to grow within the company
- Professional support at all steps of the employment process, ensuring that the proper tools to reach your full potential are always provided.

Gerne stehen wir Ihnen unter Angabe der folgenden Referenznummer für Rückfragen zur Verfügung.

Reference-Number: 405765A12997

### Your contact person:



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