

Job Title	Administrative Assistant
Located	Luxembourg
Reports to	Records & Systems Manager & HR Manager

Help shape the future of intellectual property. Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK and a major worldwide actor with an international group of 15 offices worldwide.

Role purpose

The Administrative Assistant plays a key role in our Luxembourg office, providing administrative support to the operational teams, support in facilities management as well as a professional reception service to internal and external clients.

Principal responsibilities

Reception & Facilities Management (35%)

- Be responsible for all matters related to the welcoming of clients, visitors, and external suppliers in a friendly and professional demeanour.
- Manage incoming phone calls, redirect to the appropriate individuals, and take messages, where necessary.
- Coordinate all incoming and outgoing mail, registered or fast courier deliveries (local and worldwide) and other packages on behalf of the company.
- Coordinate the booking of meeting rooms for internal and external meetings.
- Monitor and maintain office supplies inventory and place orders for office supplies and/or equipment, whenever necessary.
- Assist with building maintenance and coordinate building-related matters.
- Manage the parking organisation of the office.

Administrative support to Operational teams (65%)

- Provide administrative support to the Operational teams.
- Prepare reports and all relevant documents for the Operational teams whenever needed.
- Ensure that all relevant documents are saved in the company database and update the system, when required.
- Assist with any other administrative tasks, if and when needed, based on the needs of the company and the workload.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous experience in a similar position.
- Proficient in English and French. Any additional languages would be advantageous.

In addition, the successful candidate will be able to demonstrate:

- Professional and friendly attitude

- Excellent communication skills with internal and external stakeholders.
- Exceptionally strong ownership and "can-do" attitude with a customer service oriented and operational mind-set.
- Excellent time management and organisational skills.
- Ability to manage high volumes of work efficiently and excellent attention to detail.
- Good knowledge of MS Office (Word, Excel, PowerPoint, and Outlook).

Remuneration and benefits

- Competitive salary dependant on experience
- 28 days' annual holiday, plus statutory holidays
- Complementary health insurance and life insurance
- Lunch vouchers
- Flexible working hours
- Hybrid working arrangement according to local legislation
- Training and development opportunities