7005 9610 Team assistant (m/f/d) - direct placement Do you love your job and like tackling issues?  
  
Then apply NOW and become part of a strong and global team!  
For our client, a large law firm from Hamburg, we are looking for a full-time partner and team assistant (m/f/d) as soon as possible!  
  
Support the area of ​​inheritance, tax and corporate law as a  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Team assistant (m/f/d) - direct placement  
  
Your tasks:  
 • You are responsible for the creation and processing of contracts, expert opinions, pleadings as well as judicial and extrajudicial correspondence (independently and according to dictation).  
 • You manage and structure the files and the associated filing  
 • You create and manage (cost) accounts  
 • You are responsible for creating presentations and overviews of company structures  
 • You are responsible for the preparation and coordination of notary and client appointments as well as event appointments  
 • You will also take on other varied administrative and organizational tasks  
  
Your qualifications:  
 • You have successfully completed training as a legal clerk and/or notary clerk (m/f/d) or a similar qualification with a focus on office management  
 • Ideally, you have relevant professional experience in a commercial law firm or a larger company  
 • You are confident in using MS Office applications (very good knowledge of Word, PowerPoint and Outlook); Knowledge of the Microsoft Teams, Excel, DATEV and LOBO DMS applications is also desirable  
 • Good written and spoken English knowledge  
 • You have an independent, conscientious and structured way of working, a quick grasp and enjoy taking on new tasks  
 • She is characterized by an open, communicative and personable demeanor towards clients and colleagues  
 • You are flexible, committed and enjoy working in a team  
  
What she expects:  
 • You can expect an open corporate culture that motivates colleagues and makes working hours flexible  
 • After successful induction, working from home is possible on a daily basis  
 • The office in the heart of Hamburg has an unbelievable view over the harbour, Elphi and Speicherstadt - and the subway right in front of the door  
 • You will also receive the HVV ProfiTicket or an allowance for the JobRad, free hot and cold drinks, fresh fruit and much more  
 • On top of that, there are English courses, office events, various sports activities and a subsidy for company pension schemes  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you. Assistant - tax advice Day after day, Adecco Personaldienstleistungen GmbH brings people and companies together throughout Germany. With its nationwide network, it looks after a broad customer portfolio across all sectors, from medium-sized companies to international corporations. Core services are employee leasing, personnel placement, in-house outsourcing, consulting, on-site management as well as occupational safety and prevention. Thanks to the in-house personnel development program "Adecco Career Up", the company has exceptional expertise in employee qualification. 2023-03-07 16:04:55.372000