



VAN BAEL & BELLIS

ADMIN ASSISTANT/ RECEPTIONIST

Van Bael & Bellis is a leading independent law firm based in Brussels, with offices in London and Geneva, the latter being exclusively dedicated to WTO matters.

Van Bael & Bellis is one of the rare independent law firms with a truly international dimension, both in terms of lawyers and clients.

We are widely recognised as market leaders in the fields of competition, trade and regulatory law, as well as Belgian business law.

We offer our clients the support of a highly effective team of professionals with multijurisdictional expertise and a truly international perspective. We work on complex, high-end international assignments, which require deep knowledge of the law, yet practical results for our demanding clients.

We are currently looking for an administrative assistant / receptionist to join our Brussels office.

PROFILE

- You ideally have a few years of experience
- You have strong communication skills in English and French or Dutch
- You are mature and comfortable in a fast-paced environment
- You have excellent proficiency in MS Office
- You are highly organised, accurate and able to set priorities
- You have a problem-solving attitude that allows you to meet deadlines
- You enjoy teamwork but can also perform independently
- You handle sensitive information with discretion
- You have a flexible, open-minded approach in the workplace
- You are disciplined and can handle a wide variety of tasks simultaneously

“The team’s service is absolutely excellent. The reason we work with Van Bael & Bellis is that the lawyers are extremely customer-focused.”

Chambers Europe

KEY RESPONSIBILITIES

- Provide daily general administrative support to the HR Manager
- Follow up on recruitment process
- Coordinate reviews
- Draft and prepare outgoing correspondence, presentations and other documents using templates
- Supporting the receptionist

OUR OFFER

- A competitive salary
- A coordination-oriented role with a central function in many responsibilities
- Extra-legal benefits such as meal vouchers, eco vouchers, etc.
- A dynamic English-speaking workspace with colleagues spanning across 20 cultures

If you are interested, please send your CV and cover letter to recruitment@vbb.com

For more information about our firm and practice areas, please check our website www.vbb.com.