

# SENIOR MANAGEMENT ASSISTANT / TRANSACTIONS TEAM COORDINATOR

Our Transactions team needs reinforcement !

We are currently looking for a Senior Management Assistant/Transactions Team Coordinator in our Brussels office.

Are you looking for a new challenge in a dynamic and international working environment ? Read the full job description and apply !

## **Competitive salary and benefits**

Office: Brussels ideally, but flexible working arrangements are possible

Schedule: Full-time

Employee Status: Permanent

## **VAN BAEL & BELLIS**

Van Bael & Bellis is a leading independent law firm based in Brussels, London and Geneva.

Established in 1986, we house a multi-jurisdictional team of lawyers who provide specialised advice to clients ranging from multinational corporations and government bodies to international trade associations and international law firms.

Since our inception, we have developed a reputation as one of the top firms in our areas of expertise. As a leading independent law firm which operates on global, European and national scenes, we are an ambitious firm with a clear growth plan and a strong drive for professionalism, social responsibility and diversity. We have a unique profile in the market as an internationally operating, yet independent firm.

## PROFILE

- You have at least a bachelor's degree with several years of experience as a senior management assistant in an international environment;
- You have strong communication skills in Dutch, French and English;
- You have a mature personality;
- You have excellent proficiency in MS Office and excellent proof-reading skills;
- You are highly organised, accurate and able to set priorities;
- You have a problem-solving attitude;
- You have a team spirit and can also work perfectly independently;
- You handle sensitive information with discretion;
- You have a flexible open-minded personality;
- You are a service minded team player and you are ready to think along with the team.

## KEY RESPONSABILITIES

- Provide daily general administrative support to the head of practice and his team;
- Proactively coordinate and manage calendars, schedule internal/external meetings, seminars and conferences;
- Manage incoming and outgoing mail;
- Organise and follow up on travel arrangements, hotels and book restaurants;
- Draft and prepare outgoing correspondence, board minutes, publication forms, presentations and other documents using templates;
- Be the go-to person for the team for all practical and organizational matters

## OFFER

- A coordinating role with a central function with many responsibilities;
- A competitive salary;
- Extra-legal benefits such as meal vouchers, eco vouchers, etc.
- The possibility to work partially remotely;
- A great place to work, and be a central part to a friendly, integrated and motivated transactions team, and a dynamic and international English-speaking work environment.

If you are interested, please send your CV and cover letter to Nathalie Huys at [nhuys@vbb.com](mailto:nhuys@vbb.com).