

Heyninck & Partners advokáti s.r.o. is an independent, international law firm aimed at offering cross-border legal services in a business environment and acts as a niche player in the Belgian and Dutch markets. For over 20 years, we assist our clients in their activities in all major areas of business law and provide them with creative solutions.

Currently, we would like to strengthen our team and therefore we are looking for a

GENERAL SECRETARY with DUTCH language.

Tasks:

- Administrative support to the management
- Managing and updating the agenda of lawyers
- Scheduling meetings
- Ensuring the smooth work-flow of the office
- In- and outgoing mail
- Communication with the clients, suppliers and other authorities
- Welcoming clients
- Answering phone calls
- IT maintenance
- Facility management
- Keeping the optimal stock of office supplies

What we expect:

- Pro-active approach
- People-focused and service-oriented behaviour
- Experience in administrative tasks
- Excellent planning and organizational skills
- Strong communication skills
- Stress resistance
- Willingness to go the extra mile
- Advanced level of spoken and written Dutch and English
- University degree (Bachelor's)

What we offer:

- Working in a dynamic, fast-paced business environment
- Young and enthusiastic team
- Belgian and Dutch clientele
- Challenging workload
- Personal growth

If you feel that this position is just tailor-made for you, please send your structured CV together with a cover letter to maria.bayerova@heyninck.cz.