

## Recruitment of an ADMINISTRATIVE ASSISTANT - LUXEMBOURG

Maitland provides international wealth management, legal, fiduciary and business services to both corporate and private clients, particularly family and owner-managed businesses. We devise and implement strategies and solutions for the creation, preservation and management of our clients' wealth and commercial success. Maitland has operated internationally for more than thirty years and serves a client base throughout Europe and other parts of the world, including blue-chip organisations and multinationals, as well as high net worth individuals and families.

An opportunity has arisen for an **Administrative Assistant** to join our Luxembourg office on a 6 month contract.

### Summary of the position

The Administrative Assistant will work as an integral part of the Private Client Transactional Services Team and will provide secretarial and administrative support to the members of the team.

### Outline of main duties and responsibilities

- General secretarial duties, including mailing, filing, faxing and photocopying.
- Writing letters in English and French.
- Update of administrative database.
- Maintenance of organizational spreadsheets.
- Administrative support and backup for Private Client Transactional Services Team.
- Other ad hoc duties and projects as required.

### Skills and experience required

- Educated to Bac+2, or equivalent.
- A secretarial and/or administrative degree is an advantage although not essential.
- Fluent in English and French (written and spoken).
- High level of computer skills, in particular good knowledge of MS Word, MS Excel, MS Outlook, MS PowerPoint and MS Office Visio.
- Highly organised, efficient and professional with close attention to detail.
- Ability to communicate effectively with staff and management in a number of different countries.
- Ability to stay calm under pressure.
- Good interpersonal skills.

### Reporting structure

The Administrative Assistant will report to the Team Leaders and Private Client Administration Managers in the Private Client Transactional Services Team.

### Remuneration level

Remuneration will be market related and commensurate with experience and seniority.

### Proactive & Circumspect

#### Will Maitland come to me with new ideas?

Our clients have come to expect it. Many of them have been with us for decades, and the relationships are still as fresh as the day we met. That's because we are continually re-invigorating their strategies and solutions with new perspectives and approaches. We look at their affairs from every angle. This ensures continued commercial success as well as the creation, preservation and management of their wealth.

It's not just about having the ideas – we make them happen.

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