

Office Manager – Hausfeld Advocaten

Hausfeld is a worldwide, claimant-oriented law firm.

On March 1, 2020, Hausfeld opened its 12th office at the Keizersgracht in Amsterdam. In connection with the opening of the Amsterdam office, we are immediately looking for an enthusiastic and driven Office Manager who can take the organization of the office to the next level together with us.

Our Office Manager will be responsible for ensuring that the organization and administration of the office runs smoothly. We are looking for a professional with relevant work experience, who knows how to get things done and who combines a considerable degree of autonomy with skills at keeping an overview and applying structure. The range of tasks will be diverse and includes:

- Organizational and administrative support
- Financial support
- File and archive management
- Marketing and special projects

Job requirements:

- Professional and intellectual capacities at higher professional education level
- Strong communication skills
- Excellent command of the Dutch and English language
- Flexible, proactive and stress resistant
- Service oriented, collegial and representative
- Good at planning, organizing and coordinating
- Extensive experience with Microsoft Office
- Available for 32-40 hours a week
- Several years of work experience as an Office Manager or secretary in a business environment (legal practice is an advantage)

We offer:

- A challenging, varied role with room for personal development
- Working closely with an enthusiastic team of lawyers in an international environment
- A pleasant and open working atmosphere
- An excellent salary
- Appointment for one year, with the prospect of a permanent contract

Your letter of application and CV can be sent to info.nl@hausfeld.com. For more information about the role, we can be reached by telephone at (+31) 020 520 7565.