

On behalf of one of our clients, a luxury group based in Bienne, we are seeking an:

**Executive Assistant
(based in Bienne)**

Responsibilities

Providing support primarily to the Managing Director and the Legal Department, your responsibilities will be:

- Agenda management and international travel arrangements
- Internal and external meeting organization
- Answer and redirect phone calls
- Draft e-mails, letters, presentations and other documents as required
- File and archive documents
- Collect and redirect e-mails and post-mail

- Liaise with external Intellectual Property counsels in Switzerland and abroad
- Handle different administrative tasks in relation to the Intellectual Property activities
- Assist Corporate and Legal Counsel in handling legal and technical matters
- Maintain corporate, legal and contractual records for the company

Profile

- A minimum of 3 to 5 years' experience in an Executive Assistant role
- Previous legal support experience would be a plus
- Fluent in French and advanced level of English
- Excellent oral and written communication skills
- High sense of confidentiality
- Strong administrative and organization skills
- Rigorous and ability to multitask
- Computer literate

Consultant : Emilie Joret

May 2019