

Bird & Bird & You

We are currently looking for **all four German offices** for **native speakers(English language) as secretaries/assistants (m/f)**

Bird & Bird is a highly respected law firm with an international reputation. We cover all areas of commercial and business law, with specialists in a range of industry sectors - especially where technology, regulation and intellectual property have a significant impact. We have almost 2.300 people, including over 1.200 lawyers and legal practitioners working as a single, cohesive team across 28 offices, giving us genuine global reach.

Key Accountabilities:

- You will complement our team by supporting our lawyers (m/f) in all administrative and organisational areas.
- You will prepare correspondence in German and English, both working independently and using templates/audio typing (taperecording).
- You will prepare presentations, show initiative and provide proactive support in our day-today business.

Skills & Attributes:

- Young professionals (m/f) and employees with professional experience A professional qualification as e.g.
 - Fremdsprachenkorrespondentin (m/f)
 - Europasekretär (m/f)
 - Rechtsanwaltsfachangestellte (m/f)
 - Übersetzer/Translator German/English (m/f)
- Very good written and spoken language skills in English and German (native speakers/ bi-lingual candidates ideal).
- Good working knowledge of MS Office applications (Word, Excel, PP,)

Besides having above-average skills, what distinguishes you from others are your excellent social skills, your well-groomed appearance, your high level of motivation, your diligent and thorough working approach and your exceptional ability to work in a team and as a service-oriented member of staff. What you can expect: intensive on-the-job training, a challenging and at the same time varied range of duties in a welcoming working environment and the experience of working in an internationally integrated team.

We look forward to receiving your application! Please send your letter of application, along with your CV and References/Certificates to the appropriate location:

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