



There are law firms and there's **Bird & Bird**

Assistant Trainee – Spring 2019

Bird & Bird is a truly international law firm with a rare and invaluable grasp of strategic commercial issues. We have over 1300 lawyers in 29 offices across Europe, the Middle East and Asia-Pacific, and a strong footprint in the Nordic region. As an employer, we are proud of our professional, efficient and friendly working environment and our dedication to uphold this atmosphere.

We are looking for an Assistant Trainee for spring 2019 to join our team in Helsinki.

You will work in a challenging but rewarding position where you have the opportunity to develop your skills and experience assistant work in practice. We offer you a paid, full-time position with competitive benefits. You will work together with the team of 10 assistants as well as with the lawyers. You will be given a thorough orientation and a tutor to ensure that you will get the most of your traineeship.

Your duties as Assistant Trainee will include, for example

- assisting our lawyers in various assignments
- drafting documents and presentations
- communicating with clients, authorities and our international offices
- meeting, seminar and travel arrangements
- invoicing and other administrative tasks.

The person we are looking for is a proactive team player with a thorough grasp of work. You are able to manage several projects simultaneously as well as have a keen eye for details. You possess excellent IT skills and are fluent both in Finnish and English. If you are highly motivated and eager to learn, you might be our new birdie Trainee.

The traineeship starts in February 2019 or according to agreement and lasts 5 months with the possibility to work over the summer.

Please send your application, CV and transcript of studies in one document (preferably as PDF) to careers.helsinki@twobirds.com by 23 September 2018 at the latest. Please write "Assistant Trainee" on the subject field. For more information, please contact Assistant Services Manager Tea Koivisto at 09 622 6670 or by email: tea.koivisto@twobirds.com.

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