

# Bird & Bird

*Bird & Bird is an international law firm with a focus on organisations being changed by or creating technology and the digital world. We combine exceptional legal expertise with deep industry knowledge and refreshingly creative thinking, to help clients achieve their commercial goals. We have over 1200 lawyers in 28 offices across Europe, the Middle East and Asia-Pacific with a strong presence in the Nordics. In our Helsinki office we currently employ over 90 legal and client service professionals. To find out more, visit [www.twobirds.com](http://www.twobirds.com).*

We are now looking for part-time

## Junior Trainees

to join our team in Helsinki. Our Junior Trainee program is designed for students who are in the early stage of their law studies. As a Junior Trainee you can easily combine your work and studies by working part-time approximately two days a week. You will assist Bird & Bird lawyers, business service staff and Trainees, together with your Junior Trainee colleagues. Our Junior Trainee program is a great opportunity for you to gain treasured work experience alongside your studies, with a front row seat to the everyday life at one of the leading law firms in Finland.

Our Junior Trainees ensure our office runs smoothly and the tasks are versatile. Your main duties include diverse office work and day-to-day activities, for example running errands, printing and scanning documents, setting up conference rooms and handling post. Furthermore, Junior Trainees assist in monitoring and sharing topical legal information to our lawyers.

**We are looking** for students who are in the first or second year of their studies. We value candidates with an eagerness to learn, a hands-on and proactive way of working, good social skills and an ability to adapt to changing work assignments. We appreciate people with a good sense of humor and a service-minded attitude. Our working environment requires fluency in Finnish and English. Junior Trainee periods start in September and December.

**We offer** in return an opportunity to develop one's skills through diverse and varied assignments. You get to work in a leading law firm where everyone is valued and appreciated. We take pride in our reputation of having a professional, efficient and friendly working environment and are dedicated to upholding this reputation. We invest in our employees' development e.g. by offering a wide range of training opportunities.

## Have we captured your interest?

Please send your application, CV and transcript of your studies in one document (preferably as PDF) by 8 August to [careers.helsinki@twobirds.com](mailto:careers.helsinki@twobirds.com) with the title "Junior Trainee Recruitment".

For more information, please contact Chief Operating Officer (Finland) Margaret Bigos by email [margaret.bigos@twobirds.com](mailto:margaret.bigos@twobirds.com) or by phone, tel. 09 622 6670 between 2<sup>nd</sup> and 8<sup>th</sup> August.



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