

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 85 legal and client service professionals. To find out more, visit www.twobirds.com.

We work hard to provide first class customer service to our clients and to be a great place to work for our employees. For this purpose, we are now looking for a **Receptionist & Facility Coordinator** to join our team in Helsinki.

The Receptionist & Facility Coordinator is a first point contact for our customers visiting the Bird & Bird Helsinki office. In this role you will be part of our Administrative team and work together with a work pair in our reception. You are responsible for the administrative and practical tasks in our reception and for the functionality and tidiness of our personnel facilities. With your work you can make a difference on our customer and employee experience as well as our office atmosphere.

Your responsibilities will include for example

- Welcoming and interacting with visitors
- Answering and managing incoming calls
- Arranging meetings, seminars and conference calls
- Ensuring our reception's and office's representativeness and tidiness
- Providing other daily support to our customers and staff as needed
- Maintaining and developing our office facilities

The ideal candidate for this role has previous experience in customer service and in handling a wide range of administrative tasks. You might be freshly graduated or an already more experienced talent – what we value most is your attitude. We are looking for a person who is proactive, flexible and well organized. Most importantly, we look for a positive person with a desire to further develop and strengthen our customer service and employee experience. As basic prerequisites to succeed in this position we expect you to be fluent in Finnish and English and have good social, teamwork and IT skills.

What we offer you in return is a position with competitive benefits, and an opportunity to work in a challenging, rewarding and truly international environment 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. For us, our employees are an invaluable asset and we invest in their development e.g. by offering a wide range of training opportunities.

Have we captured your interest?

If you have the required skills and experience outlined above, we encourage you to apply for this position. This position can either be full-time or part-time with an aspiration for the chosen candidate to be able to work during afternoons. The job description and working hours will be specified according to the chosen candidate.

To apply, please send your application and CV to careers.helsinki@twobirds.com by 12.8.2018 with a title "Receptionist". All applications will be treated in confidence.

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



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