



Administrator Legal Department

Employment Type:	Full-Time – 12 months Definite period of employment
Required Experience:	2-4 Years
Reporting To:	EVP & General Counsel
Working Location:	The Hague

Role Description

The Administrator Legal Department assists the General Counsel in a Personal Assistant capacity and supports his work. In addition the Administrator Legal Department provides support to the Legal Department based in The Hague. Administrator Legal Department will also be asked to do a variety of ad hoc duties to help with the smooth running of the office.

Responsibilities

- Assist the General Counsel in performing their work and support the work of the Legal Department and the Company
- Responsible for general secretarial activities (in English) in support of The Hague-based Legal department, including drafting, editing, typing, copying, faxing, scanning and filing of incoming and outgoing correspondence, contracts, and other documents; handling telephone calls; preparing meeting minutes; maintaining up-to-date files and file lists
- Making travel arrangements and preparing expense reports for The Hague-based Legal Department
- Arranging notarization and legalization of Company documents
- Liaise/coordinate with other assistants in the cooperation between departments, office events, etc.
- Process, track legal invoices and assist with budget tracking/year-end accrual
- Receive guests and visitors for the Legal Department
- NL point of contact for maintaining effective electronic filing and original filing (Boxnet)
- Provide support in a Personal Assistant capacity to the General Counsel, including scheduling appointments; organizing meetings; team events; annual department summits; managing and maintaining an up-to-date calendar and action deadlines on the office calendar
- Perform general department support on an as-needed basis
- Cover reception during lunch breaks on a daily basis
- First back up for reception when Office Assistant is out of the office
- Back up other Secretary and Admin employees as required
- Other duties as assigned

Required Skills, Education and Experience

- HAVO/VWO level, undergraduate college degree or vocational secretarial training
- Excellent language proficiency, fully fluent in written and verbal in both English and Dutch
- Excellent PC skills including Word, Excel, PowerPoint and Outlook
- 2-4 years secretarial experience in an international environment
- Minimum one year of experience in a law firm or the legal department of a company

Behaviours

- Outstanding organizational skills
- Outstanding human relations, interpersonal and communications skills at all levels both internally and externally
- Able to professionally handle confidential/sensitive information
- Able to work independently, prioritize, handle multiple time sensitive tasks in a demanding environment and set priorities under pressure
- Possess a proactive attitude
- Service oriented attitude
- High level of discretion and loyalty
- Representative, accurate and flexible

What we Offer

A unique, interesting, and challenging job in an entrepreneurial organization. A competitive salary & benefits package including performance-related bonus and stock option program.

How to Apply

If you are interested in joining our team please send your CV in Microsoft Word format to careers@o3bnetworks.com. Please put 'Legal Assistant' in the subject line. In the body of the email tell us why you are qualified to become a part of our team and outline how you meet the application criteria above.

What Happens Next

Applications will be reviewed and those candidates whose experience and skills appropriately match the position needs will be contacted for an initial informal discussion. We will endeavour to reply to all candidates but if you have not heard from us within 14 days of applying, please assume that you have not been successful in this instance. Please do not let that stop you from applying to other roles you believe are suitable for you.