

## **Administrative Assistant (German - PT)**

We are looking to hire a **fluently German speaking** Administrative Assistant.

Great opportunity to work in a **multi-lingual** environment with an **international law firm** in Charlotte, North Carolina.

Position is **part-time**, with the **potential for full-time** employment. The position requires assisting the lawyers with **day-to-day needs** such as client correspondence, scanning, filing, answering phones, updating spreadsheets, working on ad hoc projects and managing databases.

Ideal Candidates will have **1-5 years office experience** at a law firm or other client-based service industry, **strong Excel and Apple OS skills** and the ability to **effectively multi-task**.

Native or fluent in **GERMAN** language is a **MUST**. Some benefits available for full time employees after waiting period.

### **Duties:**

- Front Desk Management
- Phone/ switch board operation
- Mail management
- File and Database Management
- Customer care/ client management
- Assisting in all other ad hoc office duties

### **Requirement:**

- Fluent in English AND German (native or fluent German language ability).
- This opportunity is only available for candidates who satisfy the German language requirements

### **Ideal Candidates:**

- Strong secretarial/administrative experience
- Fully computer literate with very good knowledge of Open Office, Libre Office, MS Word, Excel, PowerPoint, etc.
- Knowledge of web-design/blog-design software (Joomla, WordPress, Typo3, Constant Contact etc.) is a plus
- Knowledge of billing and attorney software (for example Rocket Matter is a plus
- Good management, organizational and numerical skills

- Hardworking team player
- Excellent communication skills
- Self-initiative and self-motivated
- Available to start August 1, 2017

Please send your application and resume, as well as a **German language cover letter** to [charlotte@bridgehouselaw.us](mailto:charlotte@bridgehouselaw.us)

NO PHONE INQUIRIES

### **About the Firm**

BridgehouseLaw is an international law firm focusing on business law with offices in Atlanta, Berlin, Charlotte, and Munich. We mainly provide legal advice to clients on international transactions, particularly in trade and corporate law, property and banking law as well as in investment and tax law. We also assist our clients with transnational lawsuits and give legal advice in immigration and citizenship matters.

We recognize our business clients are often dealing with more than just a legal issue, therefore we strive to provide our clients with advice to make sound business decisions; to maximize the value of our clients' assets while minimizing costs, including legal fees; and to document transactions in order to reduce the likelihood of unplanned adversities in the future.

The firm's principals have strong general and legal educations; solid experience in excellent larger firms; and recognized expertise in particular fields. They bring to the firm a wide range of contacts in the business and legal communities, international experience, as well as personal and professional contracts in many countries, loyal clients, and good business sense.

### **BridgehouseLaw Philosophy:**

With entrepreneurial creativity, efficient problem solving and individual counseling, we build bridges for you and your business between...

- business, law and tax
- cultures, and
- most importantly, people

We take pride in our global team of consultants as a "one-stop-shop" for our clients, together with a network of local contacts, with expertise to go beyond mere legal and tax consulting.