

Luxembourg

Team assistant

Due to expansion of our team, we have an exciting opportunity available at our office in Luxembourg.

Who are we

United is an independent provider of banking and trust services with a truly personal approach. We unite disciplines, connect networks and cross borders to bring our clients the services they need and deserve. United serves a wide range of companies, investment industry professionals and wealthy individuals the world. Our 150 experts work from nine offices in financial hotspots around the globe.

At United we believe that providing financial and legal services is a people business. A business built on trust. That's why we are so committed to finding and hiring the right people. That's why, when we hire those people, we give them our trust. United offers you the perfect environment to grow personally and professionally.

Our Luxembourg office of some 50 dedicated, experienced and multi-lingual staff, is a mid-size professional service provider with a solid client base servicing sizeable assets.

What does a Team Assistant do?

As a Team Assistant, you are part of a dedicated client servicing team consisting of legal, accounting and supporting staff all working closely together. Each member of this team has their own responsibility to provide a high and consistent quality of services.

Your main tasks and responsibilities include:

- Supporting the Commercial Team in administrative and secretarial tasks related to the day-to-day management of the client companies
- Assisting the team members in the fulfilment of their tasks
- Performing general administrative support and receptionist functions
- Setting up and organising files and taking care of the formalities for the opening of bank accounts
- Preparing payment instructions for client companies, liaising with the bank for execution of the payment and verification thereof
- Preparing correspondence for client companies by drafting letters
- Answering phone calls e.g. in case of absence of the relevant persons, taking messages and doing the follow-up if required
- Handling all administrative matters for the team members (e.g. checking with Luxembourg trade and companies' register the availability of company names, drafting

Luxembourg trade and companies' register requisitions, filing notices with the RCS, collecting cash)

- Collecting and dispatching incoming mail to the relevant persons and collecting and dispatching outgoing mail (documents, mails, faxes, DHL), based on United policies
- Attending to visitors and dealing with inquiries on the phone and face to face. Supplying information regarding the organisation to clients
- Making photocopies, filing incoming documents
- Managing the conference rooms, guaranteeing their tidiness and the availability of all required office supplies

What we are looking for

We seek a team player who can work independently, is detail oriented, stress resilient and available at short notice. To be successful in this position you need to have at least two years of relevant working experience in a similar role, ideally in the financial sector, and preferably a professional diploma in secretarial studies. If you are proficient with Microsoft Office tools and fluent in English, French or German (a good working knowledge of another language such as Dutch, Italian or Spanish is an asset), we invite you to apply for the Team Assistant role.

What we can offer

You will have the exciting opportunity to work in a stimulating and internationally oriented environment. With the support of a great team who work together on the basis of responsibility and trust. We offer all our staff a competitive remuneration package and unique opportunities to develop personally and professionally.

Interested?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel. +352 2744 81 | jobs@uibt.lu

United International Management S.A. 5, Avenue Gaston Diderich, Luxembourg L-1420, Luxembourg

Tel. +352 2744 81 | Fax +352 2744 8101 | info@uibt.com | www.uibt.com