**Redcliffe Partners** is currently looking for a legal secretary.

**We offer:**

* Challenging tasks and interesting projects
* Dynamic group of co-workers
* Competitive salary and official hiring
* Solid social package (medical insurance, 28 days of paid vacation)

**Duties & Responsibilities:**

* Assisting the associates in drafting the official letters on client, administrative, financial, business development and other related office matters
* Maintaining and managing the calendar/meeting schedule of the associates
* Performing the necessary travel arrangements
* Managing and maintaining all administrative and clients' files
* Performing the translation tasks required by the company

**Required Qualification & Experience:**

* Previous experience of working in a similar role within a professional services organisation (preferred)
* Excellent communication and coordination skills with ability to prioritise multiple tasks
* Commitment to excellence and high degree of accuracy
* Fluent English and Ukrainian (both oral and written)
* Good knowledge of MS Word, PowerPoint, Excel and Outlook

Please submit your resume and a cover letter indicating your desired position to office@redcliffe-partners.com.

