

VAN BAEL & BELLIS

Administrative Support Specialist

We are looking for an exceptional and ambitious Administrative Support Specialist to join our London team. The ideal candidate will support our Risk Management and Best Practice team as well as our Business Development, Marketing and Communications team and will add general support to our growing London office. This role will provide you with an exciting and varied workload. You will join a dynamic team in London and you will work directly with senior stakeholders – adding value to the global VBB brand across its three offices (Brussels, London and Geneva).

In a nutshell:

- » You are exceptional and ambitious.
- » You will have – or you are looking to develop – skills in risk management and compliance, marketing and communications, and administrative management.
- » You will join a dynamic team.
- » You will work directly with senior stakeholders.
- » You will add value to the global VBB brand.

RESPONSIBILITIES

Risk Management and Best Practice

Assisting our compliance team with:

- carrying out due diligence checks related to Anti-Money Laundering (AML) and Sanctions compliance requirements;
- carrying out KYC processing (and updating where necessary);
- opening new clients and matters on the firm's system;
- maintaining up-to-date records of new clients and matters;
- actioning day-to-day tasks related to compliance requirements.

Business Development, Marketing and Communications

Assisting our BD, marketing and comms team with:

- creating high-impact pitches and proposals;
- inputting information into firm-wide systems and running relevant data extraction;
- keeping records and credentials up-to-date;
- formatting documents and troubleshooting document issues;
- developing and running distribution lists for alerts;
- organising client/office events;
- carrying out market intelligence research;
- maintaining/updating content calendar;
- preparing templates and capturing updates for legal directories submissions.

RESPONSIBILITIES

Administrative Management

Assisting our London team with:

- maintaining records and filings required for accounting purposes;
- preparing Engagement Letters;
- meeting and greeting guests;
- preparing the office for visitors;
- organising travel and meeting arrangements;
- liaising with Brussels Office team as needed and maintaining office supplies.

“The team’s service is absolutely excellent. The reason we work with Van Bael & Bellis is that they are extremely customer-focused.”

Chambers Europe

EXCEPTIONAL CANDIDATES

In addition to the above requirements and skills, an exceptional candidate will have or be able to demonstrate any of the following:

- previous experience as a marketing executive or compliance assistant;
- previous experience working in or with a law firm;
- knowledge of AML and sanctions regulations;
- proficiency in Adobe InDesign;
- creativity and commercial awareness;
- familiarity with social media and web analytics;
- familiarity with market research techniques.

WHAT WE OFFER

This is a permanent full-time position subject to a probationary period. This position offers a competitive salary and benefits. You will be based in our London office with the possibility to travel to our Brussels office for firm-wide events. Your presence in our London office will be required 3 days a week, with the option to work from home on the remaining days

If you are interested, please send your CV and cover letter to recruitment@vbb.com.

For more information about our firm and practice areas, please check our website www.vbb.com.