



Have you always wanted to work at the heart of the firm? Then we are looking for you.

We are looking for a legal secretary for both of our Berlin and Frankfurt offices

K&L Gates is a leading international law firm with 37 offices in Europe, the United States, Asia and the Middle East, and is among the largest worldwide. The firm provides high caliber legal services to capital market participants, leading global corporations, growth and middle-market companies, and entrepreneurs in every major industry, as well as public sector entities, educational institutions, and philanthropic organizations. Core services of the German practice include corporate/M&A, insolvency and restructuring, real estate, finance, tax, public procurement, antitrust and trade regulation, dispute resolution, employment and telecom, media and technology.

K&L Gates lawyers rely on the support of legal secretaries every day to serve our clients. We seek to attract colleagues with excellent secretarial skills and who enjoy a fast-paced work environment.

Knowledge/Skills/Abilities Required

- Strong secretarial skills including typing, proofreading, spelling, grammar and math
- Two years of legal secretarial, executive secretarial or secretarial administrative assistant experience is preferred
- Secondary or High School diploma or its equivalent and professional education (Attorney's and Notary's Assistant, foreign language correspondent or its equivalent) is required
- Interpersonal skills, perfect German and very good English language skills are essential to communicate effectively with a diverse group of clients, lawyers and staff and to provide information with courtesy and tact
- Knowledge of Windows system required; previous experience with Elite, InterAction, DeltaView and DictaSoft is beneficial
- Ability to organize and prioritize workload

We seek exceptional employees who will become a part of our practice on all levels, to help us expand, challenge our limits and push us to grow into the future. You are joining an international successful company with a high potential for future growth. If you are motivated by job challenges and seek an environment that encourages continuous learning and personal growth, then K&L Gates may be the right place for you.

If you are interested in joining K&L Gates,
please send your application in German or English to:

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