



ICT Supporter / Assistant Office Management (70% - 100%)

MLL is a leading Swiss law firm with a history that dates back to 1885. The firm has grown both organically and by means of strategic mergers, the latest of which took place on 1st July 2021 between Meyerlustenberger Lachenal and FRORIEP.

The merger establishes MLL, a combined new entity as one of the largest commercial law firms in Switzerland with 155 lawyers in 4 offices in Switzerland and 2 offices abroad, in London and Madrid serving clients seeking Swiss law advice.

Our firm has a strong international profile and brings together recognised leadership and expertise in all areas of law affecting commerce today, with a focus on high-tech, innovative and regulated sectors.

To support our office management team in Geneva we are looking for an ICT Supporter / Assistant Office Management (70% - 100%)

If you have completed an IT or commercial apprenticeship with good grades, have just graduated from high school and are very IT-savvy or are a young ICT supporter and enjoy learning new things, you are the right person for us.

We expect you to have a great thirst for knowledge and to enjoy challenging and varied tasks. You are an extremely fast learner, can easily link what you have seen and - with increasing experience - analyse and solve problems independently. In addition, you work accurately, quickly and with concentration and keep a clear head even in hectic situations. You enjoy contact with our employees, directly and by telephone local in the office or away in the home office or mobile working. You are an active member of the IT team working in the other offices and collaborate in projects or urgent matters.

Your diverse range of tasks consists mainly the following activities:

- First and second level support for the employees with the support of the colleagues in the other offices and external partners.
- Training for users
- Support of the Office Manager (in Geneva and Zurich) in all matters

- Creating and updating instructions and documentation
- Active assistance in various projects within IT and office management
- Setting up and maintaining user profiles
- Support in the introduction of new services and systems, we are planning a lot of new implementations to bring us from today into the future
- Various logistics tasks

We offer you a very nice workplace in a motivated environment and in a collegial and communicative atmosphere in modern offices directly at the **rue du Rhône in Geneva**.

Even without years of professional experience you can be right for us, provided you meet the above mentioned criteria.

We are looking for someone who is fluent in English and French, German is a big plus!

We are looking forward to your electronic application in PDF format. You submit your motivation letter and CV in English.

Contact



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