



Orrick's international arbitration practice is led by twelve partners located in Geneva, Paris, London, Düsseldorf and Huston. Orrick's focus is on representing our clients in complex high-value cross-border disputes, involving both private and sovereign parties, with recent cases seated in the U.S., the U.K., Germany, France, Switzerland, Qatar, Madrid, Japan and Hong Kong.

Orrick has appeared for clients before all major arbitral institutions and acted under all leading sets of rules, as well as in significant national court proceedings relating to those arbitrations. In addition, members of the group routinely sit as arbitrators, giving us the perspective of the decision-maker to use when we act as counsel.

Geneva is an important base for our international litigation, arbitration and dispute resolution practices, and an essential part of the firm's effort to expand our international arbitration footprint in Europe. Global Arbitration Review ranks our practice in the top 30 in the world. Our team is also ranked in Chambers Europe, Chambers Global and Legal 500. Fortune has named Orrick one of its 2022 Best Workplaces for Millennials. This marks our fifth time on the list.

For a maternity leave cover, we are looking for a

Legal Assistant

You are a professional assistant or student, or have recently graduated in law, economics, or international relations and you match the requirements, come and join our team!

Under the supervision of an attorney, responsibilities include the following:

- Assist with preparation of international arbitration submissions
- Prepare chronologies and timelines of events
- Draft exhibit lists, evidence, and related documents for submissions
- Prepare e-mails, letters, and legal memoranda and ensure written communications meet appropriate standard
- Organize documents and manage materials in preparation for arbitrations
- Format documents and assist in finalizing same
- Perform document comparisons between drafts or copied documents and the originals to ensure accuracy
- Assist with various matters

Requirements:

- English mother tongue and proficiency in French (written and spoken)
- Our team is looking for a candidate with the following qualities: professional demeanor; high level of attention to detail; strong verbal and written communication; excellent organization and time management skills; ability to work well under pressure in a fast-paced environment; coordinate multiple tasks concurrently; and work effectively and proactively individually and as a team
- Excellent knowledge of Word, Excel, PowerPoint and Outlook

Entry date: November 2022 / to be discussed

Duration: 4 months

Please **apply** using the following link: https://www.jobup.ch/fr/emplois/detail/448171d9-cfe0-4392-9747-667a277c14a3/?source=b2b_preview