



Orrick, Herrington & Sutcliffe LLP

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*. To join our team on a **full-time** basis, we are looking for a

Receptionist

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

Responsibilities include the following:

- Welcome guests in person, and on the phone
- Manage calendar
- Arrange meetings in person and online, and maintain conference rooms
- Manage office related supplies (IT, vendors, cleaning company, security, landlord...)
- Arrange travels
- Liaise with finance for invoice handling
- Handle document filing, and storage
- Assist with preparation of documents
- Assist lawyers with various matters

Requirements

- Proficiency in French and English (written and spoken)
- Our team is looking for a candidate with the following qualities: professional demeanour; 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: ASAP

Please apply using the following link: https://www.jobup.ch/fr/emplois/detail/aa7de8ca-b023-4083-ad54-200fb03748fc/?source=b2b_preview