



## Paralegal

### **Orrick, Herrington & Sutcliffe LLP**

3, rue François Bellot  
1206 Geneva, Switzerland

T +41 22 787 4000

F +41 22 787 4010

**orrick.com**

Orrick is a modern, inclusive, global law firm focused on serving the Tech & Innovation, Energy & Infrastructure and Finance sectors. Based in 25+ markets worldwide, the firm helps its clients grow and innovate, it protects them and helps them win. Orrick prioritizes diversity (Mansfield Plus Certified for four years in a row), innovation (Financial Times Top 3 Most Innovative firms for six years in a row) and being a best place to work (Fortune Best Companies To Work For also for six years in a row).

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. Orrick is ranked as a top five firm for litigation and arbitration in Geneva in The Lawyer's Global Litigation 50 report for 2016. 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.

We are looking for a professional **paralegal** or student or graduate in law, to join our team.

**Job Description** - 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
- Use of electronic databases (Swisslex and Kluwer) to perform legal research in Swiss and international law
- Assist with preparation of witness and expert reports and assemble related documents in support
- 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 post-arbitration matters
- Coordinate matters and tasks with team members to meet the unique needs of each arbitration
- Provide other paralegal support as may be needed

### **Requirements**

- 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; and work effectively and proactively individually and as a team
- Excellent knowledge of Word, Excel, PowerPoint and Outlook
- Proficiency in French and English (written and spoken)

If you match the previous requirements, we look forward to receiving your application (CV and letter) by email addressed to Victoria Lazovic, HR Manager at [vlazovic@orrick.com](mailto:vlazovic@orrick.com).