



Attorneys at Law | Tax Lawyers

We are recruiting for the position of

Legal Secretary

Tasks:

- General receptionist and secretarial support
- First point of contact for clients
- Data entry

Requirements:

- Professional appearance
- Extensive experience with Microsoft Office Word and Excel
- 2-3 years of relevant work experience
- Fluent in English & Dutch

The ideal candidate has an outgoing personality, can easily interact with different people, is punctual, efficient, proactive, familiar with the legal system, and maintains high standards of confidentiality.

Do you recognize yourself in this profile? Then please send your resume and cover letter to:

Mr. Camiel Koster

E-mail: ckoster@bzselaw.com

Tel: +1721 542 75 50

Please visit the website of BZSE Attorneys at Law: www.bzselaw.com for more information on the law firm.