



SwissLegal (Zürich) AG

Legal Assistant (80–100%)

Starting from 1 November or by agreement

Do you enjoy organising, working with people and taking responsibility? At SwissLegal, you will help keep our law firm running smoothly – serving as the first point of contact for clients and supporting our lawyers in their daily work.

Your Responsibilities

- Office management: reception, telephone, mail and filing
- Drafting and processing correspondence and legal documents in German and English
- Matter administration, including monitoring deadlines and appointments, invoicing and payment reminders
- Maintaining and developing our document and knowledge management systems
- Preparing and formatting presentations
- Organising and contributing to events and marketing activities

Your Profile

- Completed commercial training or equivalent qualification; ideally, professional experience in a legal environment
- Good command of MS Office and excellent written and spoken German and English
- Independent, accurate and proactive working style; strong communication skills and the ability to maintain an overview, even when handling demanding tasks
- Strong service orientation and enjoyment of both teamwork and independent work

What We Offer

A varied and responsible role with direct client contact and opportunities to contribute your own ideas; a professional and motivated team; opportunities for personal and professional development; a modern office in Zurich-Binz and attractive remuneration.

About SwissLegal

SwissLegal (Zürich) AG is part of the nationwide SwissLegal network of law firms located in Switzerland's key business centres. We advise and represent domestic and international clients on complex legal matters. Find out more at swisslegal.ch.



Interested?

We look forward to receiving your complete application electronically at bewerbung@swisslegal.ch. Should you have any questions, Ms Alice Bechtiger will be happy to assist you on +41 44 395 44 40.