



We are an international company with a deep understanding that people are critical success factors for business growth. We have a robust commitment to recruiting the best talents on a global scale. If you are a self-motivated person and want to be a part of a high-performing team, this is an excellent opportunity for you.

We are seeking a Bilingual Spanish-English Administrative Assistant to join our team in Miami (Brickell district) To provide office services by implementing administrative systems, procedures, policies, monitoring administrative projects and ensure excellent client experience.

What we offer:

- Multicultural environment, international team.
- Located in the financial district of Brickell
- Competitive salary
- Opportunities for professional and personal growth
- Free parking for employees.
- Paid holidays
- Regular performance and salary reviews

Job Responsibilities:

- Provide comprehensive administrative and operational support to the Miami team, including the Managing Director, to ensure efficient and professional operation and organization of the Miami office.
- Answer phone calls, schedule meetings, manage calendar of Managing Director and Miami office, and assistance to visitors.
- Coordinate operational and administrative matters with Spain headquarters and UK office.
- Create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Provide support to U.S. and International clients, including follow-up communications and case file management.
- Assist in the planning, organization, and execution of firm events and meetings.
- Contributes to team effort by accomplishing related results as needed.
- Professional fluency in written and spoken English and Spanish required.

Skills:

Reporting Skills, Administrative Writing Skills, Excellent Customer service (legal services), Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, Proficiency Microsoft Office.

To apply: Send your resume at rrhh@jlcawyers.com

Subject: Candidatura asistente Miami

SPAIN
ALICANTE - MADRID – BARCELONA
MARBELLA - LAS PALMAS
(+34) 966 698 796

UK
LONDON
(+44) 20 7190 9911

USA
MIAMI
(+1) 786 870 4921

FRANCE
PARIS
(+33) 1 44 50 79 80

BELGIUM
BRUSSELS
(+32) 2 503 36 10

RUSSIA
MOSCOW
(+7) 906 708 3286



JLCA & AS-LAWYERS, S.L. Avda Escandinavia 72 CC Altomar II L.6-7-8 Manzana E 03130-Gran Alacant - ALICANTE.
Sociedad inscrita en el Registro Mercantil de Alicante. Tomo 2574, Folio 43, Sección 8, Hoja A-72288, Inscripción 1ª. CIF: B-53696050

SPAIN
ALICANTE - MADRID – BARCELONA
MARBELLA - LAS PALMAS
(+34) 966 698 796

UK
LONDON
(+44) 20 7190 9911

USA
MIAMI
(+1) 786 870 4921

FRANCE
PARIS
(+33) 1 44 50 79 80

BELGIUM
BRUSSELS
(+32) 2 503 36 10

RUSSIA
MOSCOW
(+7) 906 708 3286