

Legal Assistant: Assist in communication with telecom, government and tax authorities.

Paid trainee for the first 5 to 8 months, and permanent hire thereafter.

Reference: [2'c2'15 legal assistant] domain

Responsibilities:

- Review telecommunication, government and tax compliance requirements and present in concise format to the management
- Contact telecommunication, government and tax compliance authorities to collect the requirements
- Assist in communication with telecommunication, government and tax authorities
- Collect, organize and submit necessary documentation to telecommunication, government and tax authorities
- Report the status of pending requirements to the management on daily, weekly and monthly bases
- Create monitoring and follow up processes to assure timely response to all telecommunication, government and tax authority inquires
- Answer to customer service calls during free of legal assistant duties time

Qualifications:

- Fluent in French (business writing)
- Fluent in English
- MS Word: creating letter templates and variable fields; linking letter templates to address databases in Excel
- MS Excel: vlookup, pivot tables, logical, lookup and math formulas

Our offre:

5 months of internship paid 2000 CHF/month for 100% presence, followed by 3 months of job paid 3000 CHF/month for 100% presence, followed by a job of indeterminate duration paid 3500 CHF/month for 100% presence.

Required skills :

Software: proficient in Word and Excel

Contact:

If you are interested in this position, we look forward to receiving your application. Your application must contain the CV, copy of diplomas and other certificates as well as a cover letter. Please send your application to jobs@switzernet.com.

The subject of your email must be:

[2'c2'15 legal assistant] Portail-travail First name Last name

