

# Vacancy at the Permanent Bureau of the HCCH: Administrative Assistant (Legal)

The Permanent Bureau of the Hague Conference on Private International Law (HCCH) is seeking a qualified person to fill a full-time position (40 hours) as Administrative Assistant (legal). For more information, see [here](#).

As indicated in the announcement, “the successful applicant will provide administrative support in English and French, including drafting, formatting, and reviewing legal and other documents as well as day-to-day correspondence, assisting with the co-ordination and advancement of various HCCH projects, updating the HCCH’s databases, answering the telephone and door, and providing general assistance during international meetings held by the HCCH,” among other things.

The Permanent Bureau offers a two-year contract with the possibility of renewal.

The deadline for applications is **19 August 2019**.

While this is not strictly a legal job, it may be of interest to some of our readers.