



Ogletree Deakins is a well-respected law firm specializing in employment law with over 59 offices in the U.S., Mexico, Canada, and three offices in Europe - Berlin, London, and Paris.

What makes us successful? Our employees! Our most important resource!

Our office in the heart of Berlin is small, family-like, and transparent. It is important to us that our employees fit into our team not only professionally, but also personally.

Are you ready to work internationally, with interesting people and tasks for an amazing permanent project for one of our top clients? Are you motivated, have a positive attitude and are interested in making a difference? Then we are looking for you, apply now for our newly created position as

Navigator Assistant Manager EU (m/w/x)

Job Summary

The Navigator Assistant Manager - EU is responsible for all operational and administrative responsibilities of the Navigator programs in Europe and other global locations as needed. This position will collaborate with internal and external stakeholders to provide subject matter expertise on program and process improvement. The Navigator Assistant Manager – EU will drive efforts to improve and standardize the approach to program development and project delivery for the global Navigator programs.

Please click on the following links to read all about the job functions and requirements for the position:

[Essential Job Functions](#)

[Experience/Requirements](#)

[Job Related Skill Requirements](#)

Our office in Berlin is small and yet we have a great international connection. This allows us to offer a very pleasant working atmosphere with many resources and state-of-the-art technology at the same time. We offer exciting and challenging training content. We cultivate our team spirit at company outings, Christmas parties, together with our European colleagues, or a get-together after work.

Diversity of gender, diversity of learning style, diversity of race, diversity of background, diversity of thought - all these and more contribute to a vibrant and inclusive environment where attorneys and professional staff can thrive. Creating a culture of belonging at the firm is more than just a nice sentiment, it is a business and moral imperative. Our people matter. Their stories matter. And our performance is stronger because of it. Ogletree Deakins does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability or religion. The firm is committed to increasing participation by minorities and women in the legal profession and expanding the opportunities for minority and women candidates within all professions.



So apply now! Our Office Administrator Alexandra McEwan is looking forward to meeting you:

Ogletree Deakins International LLP

Alexandra McEwan – Office Administrator

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Essential Job Functions

- Manage and drive the execution of EU Navigator Program services and offerings including new projects and client solutions, ensuring a prioritized approach.
- Proactively assess and propose process improvements to existing services and offerings.
- Think out of the box to develop new tools, processes or procedures.
- Primary liaison and point of contact for administrative, reporting and other needs as requested from partner firms, local Ogletree teams, program management and the client.
- Recommend and participate in developing and documenting standardized practices, procedures, and tools to be maintained or implemented uniformly for the EU/Global Navigator Programs.
- Respond to client inquiries regarding credentials and general program and administrative/operational information.
- Serve as webinar session monitor for training webinars and production of client communications including direct e-mail campaigns and newsletters.
- Assist in opening adverse matters and retainer matters across all programs
- Assist in billing functions as required.

Experience/Requirements

- 3+ years of experience managing programs and projects in a law firm, professional services organization, consulting firm or in a related area.
- Bachelor degree or equivalent experience
- Fluent in English and German (verbal and written); French & Spanish are a plus
- Proficient in all Microsoft applications, including but not limited to Word, Excel, PowerPoint, Outlook, and Document Management System. Smartsheet, Data Analytics, Mailchimp, LMS, VMS are a plus.

Job Related Skill Requirements

- Problem Solving Skills: Gathers data, analyzes information, and recommends solutions skillfully.
- Communication: Listens actively and seeks clarification, when needed. Responds to inquiries quickly, with professionalism and tact. Writes clearly and informatively.
- Customer Service: High level of responsiveness; must be able to respond quickly and effectively to questions and requests from all levels, both internally and externally.
- Independence: Ability to work both independently and collaboratively as part of a cross-functional team. Ability to self-start and take the appropriate initiative daily. Self-motivated and independent, able to work with a minimum of supervision.
- Attention to detail: Ability to pay close attention to detail, occasionally for prolonged periods of time and under restrictive deadlines, and complete assignments logically and accurately.
- Team Player: proactive mindset with strong communication and moderation skills to align between internal and external stakeholders.
- Responsibility: Good steward of the firm's systems, data and information, ability to maintain confidentiality.
- Analytical: Strong organizational, analytical, problem-solving, and technical skills with the ability to manage/coordinate multiple work streams simultaneously.