

Assistant Trainee autumn 2025

Helsinki, Finland

The opportunity

Are you looking for a traineeship where you could experience assistant work in practice? Are you super curious about the legal sector and thrive in an international atmosphere? If you answered yes, this could be the perfect opportunity for you. Take your first steps towards a career in the industry by applying for our Assistant Trainee Programme and spread your wings with Bird & Bird! Our next traineeship is scheduled to start in August 2025 and will last approximately 6-7 months.

The firm

Bird & Bird opens up a world of possible for aspiring trainees. Join us and you will be part of a leading, international law firm, working on formative matters for household name brands, while being trusted, supported and respected for your contribution – even when you're just starting out.

What you'll do

As an Assistant Trainee, you will work in a challenging yet rewarding role where you can put your skills into practice. Your typical tasks may include, for example:

- supporting our assistants and lawyers in various assignments, such as drafting and proofreading documents and presentations
- communicating with clients, authorities and our international offices
- arranging meetings and events
- managing CRM, invoicing and other administrative tasks.

With us, you'll have a unique opportunity to explore various areas of law, as our Assistant Trainees have the privilege of collaborating with all our diverse practice groups.

About you

Ideally, you are a Bachelor of Business Administration student, for example, at a University of Applied Sciences, and are highly motivated to learn about the tasks of assistants in a law firm. In addition, you would be a great fit for our team if you have:

- a service-minded attitude, determined to deliver high-quality administrative support
- fluency both in Finnish and English
- an eye for detail
- the ability to manage several projects simultaneously
- excellent IT skills, including a good command of Microsoft Office tools; and
- a good sense of humour – we are serious about business, but we truly believe that work should be fun!



What will you be offered?

We offer a working environment where everyone is valued for who they are – we love to see you being you. We aim to help you discover your skills as you kick-start your career in business. Our supportive and professional atmosphere, coupled with our culture of approachability, is something we take great pride in. During your time with us, we encourage you to participate in our internal trainings and social gatherings.

We offer you a paid, full-time traineeship with competitive employment benefits designed to promote your well-being. The monthly salary for this position is 2000 euros. You will collaborate with a team of 12 assistants and work closely with our lawyers. To ensure you get the most out of your traineeship, we provide a comprehensive orientation and a dedicated tutor.



A world
of possible.

Interested in joining us?

If this opportunity excites you, please submit your CV and application (in English) through [our recruitment portal](#) by February 9th. In your application, we would like to hear about your expectations for the traineeship, the skills you wish to develop, and your reasons for wanting to work in a law firm. We will begin reviewing applications during the application period and plan to meet candidates in mid-February, with the goal of finalizing the recruitment process by early March.

If you have any questions, you can contact Assistant Services Manager Tea Koivisto, tel. +358 9 6226 670 on Thursday 30 January between 9.00 and 10.00 or on Wednesday 5 February between 14.00 and 15.00 or by email tea.koivisto@twobirds.com.

Bird & Bird is an international law firm with a focus on organizations being changed by or creating technology and the digital world. We combine exceptional legal expertise with deep industry knowledge and refreshingly creative thinking to help our clients achieve their commercial goals. We have over 1900 lawyers in 32 offices across Europe, the Middle East, Asia-Pacific and North America and a strong presence in the Nordics.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We know an inclusive culture makes us more innovative and agile. We're committed to treating everyone with kindness and respect, to creating an environment where everyone feels empowered and supported to succeed.

To find out more, please visit our social media channels and website www.twobirds.com/fi.

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