

Knowledge Officer

15/09/2021



Function

For our client, we are looking for a Knowledge Officer. Our client offers a permanent contract in a multicultural environment. Duties and responsibilities : Producing internal and external publications ; Providing advice and support in relation to legal research requested by lawyers ; Monitoring current legal developments and keeping lawyers informed of these developments ; Preparing communications and materials for lawyers and clients (including client alerts, blog posts, newsletters, client presentations and presentations) ; Providing general training on the knowledge management database and other knowledge management resources to lawyers ; Developing the firm's expertise ; Model making ; Involvement in client matters as required. The ideal candidate needs to have : You will have between 3 and 5 years experience as a corporate lawyer ; Any previous experience as a knowledge manager/professional support lawyer would be considered a strong asset ; You are fluent in English and French ; You have excellent communication and interpersonal skills ; You have excellent technical skills, including drafting and legal analysis. If your profile corresponds to this offer, do not hesitate to send us your application



Interested?

Contact Anne-Sophie Comazzi via email or call confidentially.
Please mention reference ().

E-mail: career@vialegis.be

Phone: +352 27 623 623

Ref:

URL: <http://www.vialegis.be>