

Paralegal
30/03/2021

AXIS
group

Function

For our client, a law firm which offers you the opportunity to be integrated in a multicultural environment with a well-established strong reputation in the market, we are looking a Paralegal. Your missions and responsibilities will be : draft standard corporate documents (board minutes, incorporation deeds, shareholders resolutions, agreements etc.), maintain statutory registers, take part in different projects and internal meeting, liaise with clients, notaries, lawyers (both internally and externally) and Luxembourg Trade and Companies Register. The ideal candidate needs to have : a Bachelor's degree or a Master's degree in law, a perfect command of French and English, German or Luxembourgish being considered as an asset. You are flexible, organized and you have team spirit. You are proactive, eager to learn with excellent interpersonal and communication skills, Good writing skills. You have a perfect command of MS Office (Word, Excel, Outlook). 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 ().

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