

Job offer

Assistant - Paralegal (M/F)

VANDENBULKE Avocats, one of the most dynamic and forward thinking business law firms in the country, is currently seeking for a full-time assistant/para legal.

We serve a large range of premium quality international clients, including international banking or finance groups or international asset managers. The firm's size, culture, clients and the nature and complexity of work offers a unique combination of the best features of an international law firm in a friendly environment.

Your Role

The role of assistant - paralegal is to provide a first class professional service to the firm and its clients. Support provided will be as part of a team with shared responsibilities.

Your role will involve providing support to partners, associates, and other professionals of the firm, with ongoing general matters.

Your Missions

Responsibilities include, among others :

- Assist with the formation & dissolution of corporate entities
- Assist in all stages of corporate or financing transactions
- Provide company secretarial support
- Assist signing and completion meetings (including use of DocuSign) and co-ordinate closing session and documentations
- Assist with KYC checks/client onboarding
- Responding to requests from clients or external advisers or partners of the firm

Your Profile

You will need excellent organisational skills, an eye for detail, and be an enthusiastic, adaptable team player who will be able to deal with people at all levels. An excellent knowledge of English and French (both written and spoken) is essential.

Motivation, energy, commitment and enthusiasm are key personal attributes that will supplement your professional expertise.

We offer

- A modern, friendly and multicultural working environment in a young, dynamic and growing team;
- Possibility to work with a diversity of international clients;
- An attractive remuneration adapted to your qualifications, experience and performance;
- Training and development opportunities.

Join us !

If you wish to give an impulse to your career and apply for this position, send your details and a copy of your CV to the following e-mail address: vandenbulke@vdblaw.com.