



# DSM

AVOCATS A LA COUR

## DSM Avocats à la Cour is hiring a corporate assistant (m/f/d)

### - DSM Avocats à la Cour -

An independent firm Full-service business law firm with more than 20 lawyers, DSM Avocats à la Cour provides its national and international clientele multidisciplinary and multilingual services. DSM's lawyers are recognized experts in commercial law, tax law, financial law, digital and dispute resolution. DSM Avocats à la Cour also benefits from several international networks of independent lawyers reputed for their excellence. The firm has been a signatory of the Luxembourg Diversity Charter since 2015 and is particularly attentive to the well-being of its members, as attested to by the "Best Workplaces Luxembourg" label received in 2020 as well as the "Great Place to Work-Certified" badge received in 2021.



### - Your duties -

You get the opportunity to work across different practice areas with a greater focus on Dispute Resolution and Corporate M&A:

- Draft standard legal documents in relation our clients' day-to-day requests (change of corporate name, registered office, incorporation and dissolution of companies, board and shareholders meeting minutes) in multiple jurisdictions through EMEA;
- Document cross-checking and making document amendments;
- Organisation of the signature, legalisation and apostille of the relevant documents;
- Data Room management, document collation and version control;
- Liaising with various service providers (notaries, foreign law firms, banks, etc.)
- Translation of legal documents;
- Organising clients' documentation in the various files;
- Liaising with banks for opening accounts, power of signature, KYC requirements;
- Use of IT tools such as EDM, e-signature, sharepoint;
- Keeping up-to-date structure charts and follow-up tables; and
- Other ad hoc assignments.



### - Your profile -

- Excellent communication skills in English and with French (both written and oral);
- You are highly organized, understand the importance of deadlines;
- Strong sense of service and confidentiality as well as rigorous;
- Proficient in most recent IT tools;
- Good writing and proof-reading skills;
- Flexible and works well on a team;
- You have knowledge of the Luxembourg legal and regulatory environment; and
- A diploma or equivalent professional experience (minimum of 2 years).

### - Advantages of the position -

- Attractive remuneration to be determined according to your profile;
- Meal vouchers;
- International, convivial, entrepreneurial and multicultural work environment where diversity, talent and ideas are encouraged;
- Interesting and stimulating files;
- Balance between professional and private life.

### - Rankings -

DSM Avocats à la Cour is ranked among the best Luxembourg law firms according to worldwide legal directories such as Chambers Europe, IFLR1000, Leaders League, World Tax and Legal500.



Starting date: as soon as possible

Candidates interested in this position are invited to email their application to:

[jobs@dsm.legal](mailto:jobs@dsm.legal)

All applications will be treated confidentially.