At EY Law, you will have the chance to build a career as unique as you are, with the global scale, support, inclusive culture and technology to become the best version of you. But we are also counting on your unique voice and perspective to help EY Law become even better.

**Paralegal / Legal Officer – Legal Managed Services team (f/m)**

**The opportunity**

As part of the recently set up EY Law Luxembourg, a law firm registered under List V of the Luxembourg Bar, and its growing legal managed services business (with a focus on entity compliance and management), you will provide corporate secretarial assistance to prestigious multinational companies.

**Your key responsibilities**

* Upon specific instructions, preparing and/or implementing changes to corporate legal documents (EGM resolutions, board minutes or circular written resolutions, powers of attorney, acceptance and resignation letters, share registers etc.);
* Support in corporate housekeeping matters, including ensuring timely execution and collection of documents, organizing and archiving them, updating various trackers and spreadsheets;
* Organizing and attending board and shareholders’ meetings;
* Filing corporate and ultimate beneficial owner changes with the RCS and RBE;
* Offer support with the management of the full lifecycle of the companies in our portfolio, from incorporation to liquidation;
* Being in charge of the legal library and conducting legal research;
* Providing administrative and technical support to lawyers in the team;
* Liaising (daily or as needed) with people from other EY Law offices, clients, lawyers, notaries, banks, Luxembourg administrations, Ministry of Foreign Affairs and other similar authorities etc.

To build up your skills, you may attend trainings (internal and/or external) during your stay at EY Law Luxembourg.

**To qualify for the role you must have**

* At least 3 years of relevant experience in a similar working environment in Luxembourg;
* Legal, business or similar studies (Bachelor’s degree is a must);
* Knowledge of Luxembourg corporate law regulations and experience in international corporate structures involving Luxembourg companies;
* Detailed oriented, organizational and prioritization skills;
* Good command of Word, Excel, PowerPoint and PDF;
* Fluency in English and a good command of French (additional language skills will be considered as an asset).

**What we look for**

You are a team player who can build relationships at all levels. You are highly self-driven, well-structured yet ﬂexible and able to adapt while your curiosity and open-minded attitude help you add substance to your well-rounded profile. This, together with an ability to work well in a business demanding environment, makes you the perfect candidate for pursuing a career with us.