



DSM Avocats à la Cour is hiring a Senior Corporate Officer / Corporate Counsel

- DSM Avocats à la Cour -

As an independent law firm of over 45 people, DSM Avocats à la Cour advises and represents its domestic and international clientele in a broad range of matters. The firm's lawyers are recognized experts in several legal practice areas, including corporate, financial, real estate, tax and digital law, as well dispute resolution. DSM's concern for the well-being of its employees is demonstrated by its receipt of "Best Workplaces Luxembourg" and "Great Place to Work-Certified" distinctions, as well as its participation in numerous charitable actions in favor of diversity and equality, as well as in sports.



- Your duties -

- Coordinate and oversee the work of the COSEC team, ensuring efficient task allocation and supervision;
- Serve as the primary contact for clients, particularly in the US and UK;
- Manage client portfolios from incorporation through to liquidation, ensuring compliance with all relevant legal requirements;
- Oversee the preparation and review of board packs, coordinate and attend board and shareholder meetings, and ensure the accurate drafting of minutes;
- Assist with the opening/closing of accounts, changes in signatory power, and KYC requests;
- Maintain statutory registers and ensure compliance with corporate governance frameworks, including Luxembourg company law;
- Lead the management and coordination of documentation related to banking transactions, including facility agreements;
- Liaise with international law firms and coordinate cross-border transactions;
- Draft and review contracts, agreements, and other legal documents;
- Advise clients on corporate changes such as share capital amendments, restructuring, and regulatory compliance;
- Manage intragroup financing contributions;
- Maintain and enhance legal and corporate task processes, ensuring alignment with company policies and regulatory standards; and
- Develop and maintain templates for legal documents and provide proactive legal support across the firm.



- Your profile -

- A degree in law (minimum Bachelor level);
- A minimum of 5 years of experience in a similar role within a PSF, fiduciary, law firm or service provider in Luxembourg;
- Fluency in English (essential); proficiency in French and German (considered an asset);
- Great communication, collaboration, and organizational skills;
- Strong knowledge of Luxembourg company law and regulatory regimes; and
- Ability to work independently and as part of a team, with a proactive and detail-oriented approach.

- Advantages of the position -

- An attractive remuneration package tailored to your experience and profile;
- Health insurance coverage;
- A 50% discount at the gym next to the firm;
- Flexible working arrangements, including the possibility of hybrid work; and
- A supportive environment that values both professional growth and personal well-being.

- 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

All applications will be treated confidentially.