



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

- DSM Avocats à la Cour -

DSM Avocats à la Cour is an independent, full-service business law firm with over 25 lawyers, offering multidisciplinary and multilingual services to a diverse national and international clientele. DSM's lawyers are recognized experts in commercial law, tax law, real estate, financial law, digital and dispute resolution. As a member of international networks of independent law firms reputed for their excellence, DSM combines local expertise with global reach. The firm has been a signatory of the Luxembourg Diversity Charter since 2015 and is dedicated to the well-being of its team members. This commitment is reflected in its recognition as a "Best Workplaces Luxembourg" in 2020 and a "Great Place to Work-Certified" firm in 2021.



- Your duties -

You get the opportunity to work across different practice areas with a greater focus on 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) across multiple EMEA jurisdictions;
- Luxembourg Business Register publications and notifications;
- Proof reading, document cross-checking and amendment of documents;
- Organisation of signatures, legalisation and apostille of relevant documents;
- Data Room management, document collation and version control;
- Liaising with various third parties and stakeholders (notaries, foreign law firms, banks, service providers, etc.)
- Translation of legal documents;
- Maintenance and organisation of clients' corporate records;
- Liaising with banks for opening/closure of 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 French (both written and oral), any additional language being an advantage;
- You are highly organized, understand the importance of deadlines;
- Strong sense of service and confidentiality as well as rigorous;
- You are reactive, dynamic and have a good sense of detail;
- 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 1 year).

- Advantages of the position -

- Attractive remuneration to be determined according to your profile;
- Meal vouchers;
- Subsidized gym membership: DSM Avocats à la Cour covers 50% of the cost of the gym located next to the office;
- Medicis Foyer health insurance fully paid by DSM Avocats à la Cour;
- Exposure to interesting and stimulating cases;
- A balanced professional and private life.

- Rankings -

DSM Avocats à la Cour is ranked among the top Luxembourg law firms in global legal directories, including 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.