



## DSM Avocats à la Cour is hiring a corporate assistant - CDI

### - DSM Avocats à la Cour -

DSM Avocats à la Cour, an independent law firm based in Luxembourg, the team of which is composed of over 45 persons, including approximately 30 attorneys and jurists. For 20 years, DSM Avocats à la Cour has advised and represented its clients with a multidisciplinary and international approach. As an independent, full-service law firm, DSM is recognized by its peers and international ranking guides such as Chambers, Leaders League, Legal500, IFLR1000 and World Tax for its expertise in corporate law, mergers and acquisitions, financial law, real estate law, tax law, labor law, digital law and dispute resolution. As exclusive representative in Luxembourg of international networks of leading independent law firms, DSM offers its clients top-level support for their projects in Luxembourg, Europe and the rest of the world. DSM's concern for the well-being of its staff is demonstrated by its receipt of "Best Workplaces Luxembourg" and "Great Place to Work-Certified", as well as its participation in numerous charitable actions in favor of diversity and equality and in sports.



### - Your duties -

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

- Maintenance and organisation of clients' corporate records;
- Data Room management, document collation and version control;
- Luxembourg Business Register publications and notifications;
- Organisation of signatures, legalisation and apostille of relevant documents;
- 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 -

- You are focused and reactive;
- You have a very good sense of detail;
- You are highly organized, understand the importance of deadlines;
- Fluency in both English and French is required. Proficiency in Luxembourgish and/or German is an asset;
- Strong sense of service and confidentiality;
- Proficient in modern IT tools;
- 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).



### - Avantages of the position -

- Attractive remuneration in line with your duties and your profile;
- Meal vouchers;
- Subsidized (50%) membership in gym located next to the office;
- Medicis Foyer additional health insurance cover;
- Work on interesting and stimulating cases; and
- 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, 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.