

# Paralegal

An open and energetic atmosphere and a personal approach - at Simmons & Simmons Luxembourg, we like to do things differently. Yes, we're part of an international network with offices in 15 countries, but our approach is entrepreneurial, innovative and all about putting people at the center. We're a team of 40 amazing people, servicing clients within the Asset Management & Investment Funds and Financial Institutions sectors. Having the benefit of Simmons & Simmons' unique position advising some of the world's leading companies, Financial Institutions, Funds and Supranational Organisations, the firm provides its clients with a premium sector-focused advice.

*Need a change? Interested in becoming a member of the dynamic and fast-expanding Luxembourg-based team of an international business law firm? We are looking for:*

## A Paralegal

### Your Role:

- Drafting and/or processing changes to legal documentation such as EGMs, board minutes, circular resolutions, legal opinions, term sheets, etc.;
- Ensuring execution, following up and filling of the different documents prepared/received by the various departments;
- Providing assistance to the lawyers on closings;
- Day to day relationship with various departments, clients and third party service providers;
- Liaising with amongst others, the regulatory authorities and providing all requested documentation in order to ensure compliance with regulatory framework;
- Liaising with notaries and other external counsels, if required;
- Collaborating on various projects with fellow paralegals;
- Conducting legal researches and keeping track of changes in legal framework and providing timely updates on these changes;
- Updating precedents and notifying the relevant department of any potential required change to such precedents.

### Your Profile:

- Prior experience as paralegal or similar role experience is mandatory;
- Degree in Business, Law or other relevant field ;

- Prior experience in a Luxembourg law firm or in a similar working environment;
- Very good command of Word, Excel, PowerPoint and PDF;
- Familiarity with IManage or a similar tool, preferred;
- Fluency in French and English. German is an asset;
- Solid attention to detail, technical legal skills and a sound understanding of legal market;
- Good team player but able to work independently;
- Ability to meet deadlines, to prioritise workload and function effectively in a multi-task environment.

#### We offer:

- Contract for an indefinite period
- Internal trainings and career development
- Work in a centrally located office with excellent access to public transport links
- Working for a prestigious firm which has grown exponentially over the last seven years
- Flexibility for remote working
- International and dynamic teams
- Multicultural and diverse environment

#### Additional information:

- Start: As soon as possible

#### Contact Information

If you feel that this job description corresponds to your skills and expectations, please do not hesitate to send your CV, together with a letter of introduction, to the address below.

**All applications will be treated strictly confidentially.**

Simmons & Simmons Luxembourg LLP  
HR Department  
26A Boulevard Royal  
L-2449 Luxembourg  
[luxhr@simmons-simmons.com](mailto:luxhr@simmons-simmons.com)