



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

### - DSM Avocats à la Cour -

An independent firm Full-service business law firm with more than 20 lawyers, DSM Avocats à la Cour provides its national and international clientele multidisciplinary and multilingual services. DSM's lawyers are recognized experts in commercial law, tax law, real estate, financial law, digital and dispute resolution. DSM Avocats à la Cour also benefits from several international networks of independent lawyers reputed for their excellence. The firm has been a signatory of the Luxembourg Diversity Charter since 2015 and is particularly attentive to the well-being of its members, as attested to by the "Best Workplaces Luxembourg" label received in 2020 as well as the "Great Place to Work-Certified" badge received 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) in multiple jurisdictions through EMEA;
- Document cross-checking and making document amendments;
- Organisation of the signature, legalisation and apostille of the relevant documents;
- Data Room management, document collation and version control;
- Liaising with various service providers (notaries, foreign law firms, banks, etc.)
- Translation of legal documents;
- Organising clients' documentation in the various files;
- Liaising with banks for opening 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 with French (both written and oral);
- You are highly organized, understand the importance of deadlines;
- Strong sense of service and confidentiality as well as rigorous;
- 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;
- International, convivial, entrepreneurial and multicultural work environment where diversity, talent and ideas are encouraged;
- Interesting and stimulating files;
- Balance between professional and private life.

### - 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](mailto:jobs@dsm.legal)

All applications will be treated confidentially.