



PARALEGAL ASSISTANT

Who is Maprima Luxembourg

Maprima Luxembourg – a member of the Maprima Group – is a dynamic and innovative corporate service provider with a local footprint and a global network. Our Group has offices in the Netherlands, Belgium and Luxembourg.

We assist entrepreneurs, investors and their advisors from all over the world managing their international structures by providing top notch accounting and corporate services as well as administrative support.

Our clients and partners appreciate our approach and our business is growing.

Do you want to know more about us and our activities? Go to www.maprima.com

Job Description

We are looking for a Paralegal Assistant to join our corporate & legal team.

As a Paralegal Assistant, you will take care of corporate, legal and compliance matters of a portfolio of clients' companies. You will therefore:

- Assist the Account Managers with paralegal and corporate secretarial matters;
- Draft minutes of board meetings, general meetings as well as other legal documents;
- Perform administrative tasks and support all corporate aspects;
- Assist companies complying with all their legal requirements (e.g. annual accounts, tax returns, etc.);
- Liaise with Luxembourg administrations, banks, lawyers, notaries, auditors, etc.;
- Draft compliance and KYC due diligence analysis.

Your profile

We are looking for the following job qualifications :

- Secretarial or Paralegal education;
- Fluent in English. Working knowledge of French, German, Luxembourgish and any other language is welcome;
- Proficiency in MS office;
- Excellent organization, administrative and communication skills;
- Reliable, flexible and social team worker.



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What we offer

We foster a challenging and dynamic environment, with lots of opportunities to make a difference and learn hard and soft skills on the way.

We also offer candidates a career in a growing company with a lot of potential. This includes training and life-long learning opportunities.

Last but not least, we reward our staff with yearly bonuses, promotions and raises based on merit and performance.

Are you interested by this opportunity? If so, please send us your CV and tell us about your drive and motivation (in English, please) - info.lu@maprima.com

