Are you looking for a new opportunity in dealing with international clients? Are you a team player? Are you looking for opportunities to develop yourself through experience and training? And make use of the many possibilities to grow in a large and international organization with presence in 80 countries? TMF Group in Luxembourg is currently looking for an:

**Assistant Legal Officer**

Client focused – full time - Luxembourg

**Job Purpose:**

The Assistant Legal Officer is in charge of managing client files from a legal/corporate secretarial point of view. The Assistant Legal Officer is part of a dedicated team and has delegated responsibility in preparing legal documentation and to keep the client files in good legal standing.

**Your profile:**

- A LLM or a lawyer’s qualification
- 0-1 years of relevant working experience
- Fluent communication, both written and spoken, in English is required
- Strong interpersonal and communication skills
- Sound organizational skills
- A team player who can work independently as well
Key Responsibilities:

Set-up of additional Luxembourg entities:

- Preparation of documentation regarding the set-up of a Luxembourg entity (“Luxco”)
- Taking care of opening bank accounts and check on the bank signatories/authorized signatories
- Preparation of the share (and PEC) registers
- Arranging for archiving of documentation in client files
- Preparation of Service Agreements
- Checking regularly ongoing tasks (like bank accounts etc.)
- Updating Viewpoint (A and D)
- Preparation of the respective documents for resignation/nomination of directors/managers, change of registered address

Maintenance of existing companies:

- Taking care of necessary documents for Chamber of Commerce (registration, amendments deposits etc.)
- Drafting resolutions or have such drafted by advisors
- Drafting agreements (e.g. loan agreements)
- Dealing with notaries / RCS
- Drafting POA’s and drafting minutes of (Annual) General Shareholders Meeting
- Monitoring completeness of client files
- Checking regularly ongoing tasks
- Assisting in preparing and attending meetings with clients and advisors
- Assisting with the execution of all the necessary to have TMF Group and its clients perform according to Compliance and AML rules
- Sorting out legal/corporate secretarial matters
- Assisting with liquidations of client companies on request of and/or in consultation with the team members
- Execution of incidental tasks
- Work closely and effectively with counter team
- Complete on a daily basis his/her time-writing to ensure appropriate chargeability and proper invoicing of the work performed on behalf of clients
Working at TMF Group offers:

- Excellent working conditions
- Learning opportunities: you will work with highly experienced colleagues who are ready to share their knowledge, and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- Value-driven work environment: you can expect integrity and respect from all your colleagues and your leadership team.
- Teamwork: an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important valued and lived daily.
- Ambition: we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.

How to Apply?

If you wish to apply, please send your CV and motivational letter to:
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