

Compliance & Legal Administration Manager

We are looking for a new colleague to strengthen our legal department. If you are interested in joining our team, see below for more information on the role & responsibilities. We look forward to receiving your application.

Key roles & responsibilities

As compliance & legal administration manager, you will notably be responsible for:

- Processing KYC /AML search requests;
- Assisting in upgrading the compliance function in line with best practices;
- Reviewing and negotiating confidentiality agreements and release letters;
- Completing legal and tax formalities;
- Assisting in drafting of corporate documents (minutes, resolutions, management reports, proxies, waivers, invitations, etc.) related to the meetings of the board of directors and shareholders of group companies;
- Assisting with tasks in connection with the signing and/or closing of corporate transactions, including new company formations and/or dissolutions, arranging signatures, etc.;
- Following up legal formalities (legalization, apostille, etc.) and publications;
- Drafting proxies, short-form agreements and other routine legal documents;
- Assisting in managing insurance policies (D&O updates, payments, etc.);
- Proofreading legal documents and agreements prior to execution;
- Assisting in maintaining and tracking legal schedules and calendars;
- Assisting in collecting and processing requested information from portfolio companies for regulatory or reporting purposes; and
- Acting as a liaison between different parties (auditor, banks, notaries, investment team, etc.).

Profile & qualifications

What we look for:

- Previous experience in a similar role;
- Fluency in English and French. Dutch is a plus;
- Excellent knowledge of MS Office tools (especially Word, Excel, PowerPoint and Outlook) and written communication skills;
- A team-player with a positive mindset and good interpersonal skills;
- A strong multi-tasker, who is accurate, reliable and well-organized

Job benefits

What we have to offer:

- A job full of variety with long-term perspectives and learning opportunities;
- Cooperation with highly motivated & skilled colleagues in an open and inclusive company culture;
- An attractive remuneration package including fringe benefits;
- Great team of dynamic colleagues