

Argo Law BV – Staff | Paralegal corporate

We are looking for a paralegal to join our Corporate team.

Your role

As a Corporate Paralegal, you'll support our Corporate lawyers in their day-to-day transactional work, from the very start to the very end of each transaction. Your tasks will include:

- o **Due diligence support:** You will provide essential support to our lawyers by drafting the first version of necessary due diligence documents, carrying out public searches on various government websites, providing basic input on the corporate structure of involved companies and much more.
- o **Legal document drafting and management.:** You will be involved in the preparation of essential legal documents, such as board and shareholders' minutes, special reports and other transactional documents.
- o **Corporate housekeeping and compliance:** You will provide pivotal support in the maintenance of certain statutory requirements for our clients, such as updating the UBO-register and share register, handling publications in the Belgian Official Gazette and registering or changing company information in the Crossroads Bank for Enterprises
- o **Basic client communication:** You will be involved in the external communication with our clients, following up (internally) on their questions and expectations, providing basic updates on our progress and sending out finished agreements for signature
- o **Legal research:** You will conduct legal research and follow-up on new legal developments and legal tech tools that could be of interest or importance to Argo's corporate team and our transactions
- o **And much more!**

You are ...

- A **bachelor's graduate** in (para)legal studies or have relevant experience in a similar role.
- **Tech-savvy**, with a strong interest in legal tech and innovation.
- An excellent **communicator**, both verbally and in writing.
- Fluent in **Dutch and English**.
- Skilled in **IT tools** and comfortable working with legal and administrative software.
- A **team player** who enjoys working collaboratively but can also work **independently**.
- **Down-to-earth, hands-on and proactive** - you take initiative and get things done.
- Always eager to **learn and grow**, seeing each day as an opportunity to develop new skills and expand your responsibilities

What's in it for you?

- A **professional and dynamic work environment** – Join a talented team and work on a wide range of projects.

- **Close collaboration** – Work directly with experienced lawyers and fellow paralegals.
- **Personal guidance & growth** – Opportunities for learning and career development.
- **Plenty of social activities** – Join us on various sport activities, after-works and teambuilding
- **A competitive salary** – A remuneration package aligned with your experience and skills.

Interested? Let's talk.

Send us your CV and motivation letter, we'd love to hear from you.

<https://www.argo-law.be/>