

A CAREER WITH VISTRA

Truly Global.
Truly Independent.
Truly Personal.

We aim to attract and retain our industry's most talented people, who share our vision of being a leading global player.

Whether you are an expert in trusts, funds or corporate services; a specialist with experience in specific jurisdictions; or someone who is skilled in a support service, you will find Vistra geographically and culturally diverse, but with shared values and goals.

We are open and transparent, working together and sharing expertise in order to meet our clients' needs. We have drive and passion, and we all share in the success that this brings.

If you would like to join an exciting and vibrant organisation, where you will work closely with other talented people, be supported in your professional development, and share our passion and our values, please apply.

Paralegal m/f

The Role

You will assist your colleagues, Relationship Managers and Accountants, in paralegal, secretarial and administrative duties to be carried out for the client companies.

Key responsibilities

- Provide administrative and secretarial work to the Legal team,
- Prepare various documents such as Minutes of Meetings, Powers of Attorney,
- Manage the legal administration, guarantees and corporate agreements,
- Take care of signing contracts and administrative follow up,
- Register extracts/certificates, legalizations, notarizations and apostilles,
- Prepare letters, invoices and payment instructions. Follow-up on the payment instructions,
- Treat incoming mail and phone calls,
- Responsible for filing and various other administrative duties.

Qualification and other requirements

- Secretarial degree or equivalent (BAC +2),
- A first, relevant work experience would be considered as a plus,
- A good written and spoken knowledge of English, any other Scandinavian or Eastern Europe language would be an advantage,
- Good presentation and client oriented,
- Further on, you have excellent MS office skills (Word, Excel and Outlook), you are able to work independently as well as within a team, you are able to meet tight deadlines.

If you meet the above requirements, please send your CV to the human resources manager,

Sofie Valkeners - Vistra (Luxembourg) S. à r.l.

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