

Paralegal (Brussels, Fulltime)

REPORTING LINE : Legal Manager

Key Responsibilities

You play an important supporting role within the Legal and Transactions Team.

You have an all-round and varied range of tasks, including:

- Dataroom management
- Answering questions from buyers and sellers, among other things in the due diligence process
- Creating and updating transaction reports and templates
- Follow-up of correspondence, contractual deadlines
- Follow-up of the process of transfer of ownership in case of (dis)investments
- Keep all legal documents regarding ownership files up-to-date
- Management of the process of drawing up notarial deeds relating to commercial leases
- You are the single point of contact with the notary
- Legal research
- Drafting and updating documents relating to external regulated regulations (e.g. anti-money laundering legislation)
- You prepare dispute files in close consultation with the legal manager.
- After a training period, you will also be deployed in contract management and guiding from compromise to deed, where you read and understand compromises and process comments from customers, sales and notary.

Who we are looking for:

- Paralegal with at least 3 to 5 years of experience, preferably in a similar environment.
- Affinity with the real estate market is a plus.
- Very driven and independent worker, who takes initiative and is eager to learn, works accurately, works meticulously and structured and can set priorities
- You are administratively accurate.
- You are socially skilled, communicative and assertive.
- You are discreet and mature.
- You actively search for answers and perform quickly

- You are Dutch-speaking with a very good knowledge of French or French with a very good knowledge of Dutch (oral and written) and a good written knowledge of English.
- You have a good knowledge of Excel
- You preferably have a good knowledge of keeping track of data rooms and acquisition files (management of due diligence)

Our offer

- A permanent employment contract
- An attractive environment with nice colleagues
- A high degree of independence and variety of work
- Appropriate remuneration with attractive additional services (flex income plan, homeworking, meal vouchers, insurances etc..)
- A modern workplace in a successful company with a long tradition and great sense of responsibility

If you are interested in this position, we look forward to receiving your application. Please email to: carla.wauters@redevco.com