

Paralegal & corporate secretary

(Amsterdam, Fulltime/parttime)

Key responsibilities:

- Support the General Counsel Redevco and the Legal Manager NL
- Corporate secretary to the board under supervision of General Counsel (making board minutes and organizing meetings)
- Corporate housekeeping for Dutch companies
- Preparation of proxies and standard contracts
- Obtaining signatures (both wet ink and digitally with Adobe Sign), certifications and apostilles
- Maintaining and constantly improving the contract management system
- Handle and monitor process of transfer of ownership in case of investments and divestments
- Making an active contribution to the design of internal processes and templates
- Co-manage the digital archive and Blue Print (the entity portal)
- Monitor and record progress in relation to relevant deadlines in accordance with the internal group company procedures
- Processing and handle incoming and outgoing legal correspondence
- Update legal overviews (such as pending litigation, cost overview etc.)
- Keep corporate and property files in relation to legal documents (especially the chamber of commerce and the land register) updated

Key performance indicators:

- Timing and quality of local legal support.
- Quality of monitoring (legal) deadlines

Who we are looking for:

- Law degree (HBO/WO)
- 5+ years of experience as a paralegal preferably with a client facing role in an international corporate environment and/or an international law firm;
- Fluency in English and Dutch (spoken and written)
- Experience in managing corporate housekeeping processes and tools independently
- Project management experience is an asset
- Good user of Microsoft Teams and SharePoint and affinity with improving processes through technology
- Good working skills with MS Office applications such as Word, Excel and PowerPoint



Working relationships:

- General Counsel and other Redevco/Cofra Legal Team members
- Board member
- Legal Manager NL &UK
- Corporate Services Team members
- External Advisors

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