



### Strelia is currently looking for a Junior Paralegal to work with its corporate legal team.

As a Junior Paralegal you will provide administrative support to the lawyers.

You provide support to the team by creating and maintaining documents that are relevant to their activities. You will manage the deadlines of files with respect to corresponding procedures regarding publications at the Commercial Register (BCE / KBO), updating the UBO Register, drafting legal documentation for annual accounts and other corporate routine matters.

Your profile	What we offer
<ul style="list-style-type: none"> <li>✦ Master's or Bachelor's degree in law</li> <li>✦ Fluent in spoken and written English as well as French or Dutch</li> <li>✦ Preferably you also have a good knowledge of MS Office</li> <li>✦ Previous experience in another law firm is desirable</li> <li>✦ You work accurately and you have a good sense of organization in order to meet every deadline</li> <li>✦ You know how to work under tight deadlines and pressure</li> <li>✦ You are eager to learn, flexible and you can deal with feedback</li> </ul>	<ul style="list-style-type: none"> <li>✦ You will be part of a well-integrated team that works on high profile Belgian, Luxembourg and international transactions.</li> <li>✦ We offer a stimulating work environment and the opportunity to be part of a dynamic team in a fast-expanding law firm, with offices in Brussels and Luxembourg.</li> <li>✦ We offer a competitive remuneration package, in line with your experience.</li> <li>✦ We are committed to promoting diversity and well-being at work as core values of our firm.</li> </ul>
<p>Interested? Please send your CV and motivation letter to <a href="mailto:careers@strelia.com">careers@strelia.com</a></p>	

*Strelia is a fast-growing law firm where you can develop all your talents. The company strives to grow and empower its people. Do you want to work in a modern, young and smart law firm? then this is the position what you are looking for.*

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