



We're Hiring!

Junior Corporate Administrator (M/F/D)

Permanent Contract (CDI) – 40 hours/week

Your Responsibilities

1) Periodic review of legal files (AML/CTF – KYC)

- Review of corporate legal documentation
- Application of anti-money laundering and counter-terrorist financing legislation (identification of beneficial owners, filings with the Register of Beneficial Owners, name checks against sanctions lists, analysis of economic background)
- Monitoring of domiciliation obligations (contracts and amendments, regulatory compliance)

2) Preparation of legal documents

- Drafting minutes of Ordinary and Extraordinary General Meetings as well as meetings of Boards of Directors / Managers
- Preparation and filing of registration applications with the Trade and Companies Register / Register of Beneficial Owners
- Filing of annual accounts and required forms
- Preparation of engagement letters
- Drafting contracts (share transfer agreements, loan agreements, etc.)
- Preparation of powers of attorney, attendance lists, and shareholders' registers
- Preparation of business permit application files for submission to the Ministry of the Economy

3) Pre-litigation and litigation

In cooperation with Management:

- Client reminders in the event of unpaid invoices / monitoring of overdue payments
- Applications for payment orders or enforceable titles
- Liaison with lawyers or bailiffs for debt recovery procedures

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Your Profile

- Recent law graduate (Master 1 or Master 2)
- Excellent command of French and English (any additional language will be considered an asset)
- Accuracy, organizational skills, and analytical mindset
- Strong interpersonal skills and ability to work as part of a team

What We Can Offer You

- Attractive performance-based remuneration
- Free parking (subject to availability)
- Regular team events and a friendly working atmosphere
- Continuous training and support with certifications
- Stable, well-structured, and rewarding working environment
- Genuine recognition of your performance and personality

Interested? - Then sign up now



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