

ATOZ Services is the perfect combination of our experts in tax compliance from LTCO, the Luxembourg Tax Compliance Office, launched in 2012, and our accountants and corporate services experts from AZ Integrated Solutions, launched in 2017.

By combining those two entities, we are able to offer a truly 360° solution for Luxembourg-based business and so to provide a complete range of corporate services and management services that can be customised to fit different client requirements, preferences, and constraints.

ATOZ Services supports its clients closely in all of the projects they have and helps bring those projects to success while tackling the challenges in an ever-changing financial environment. With a team composed of about 60 experts, ATOZ Services offers high-end solutions by delivering centrally managed tax compliance, accounting and corporate secretary services.

In order to support our expansion, we are currently looking to recruit a:

Corporate Officer / Legal Assistant- (M/F)

Your position:

- Handle the preparation of contracts, agreements and reports
- Coordinate signature gathering and perform due controls on collected documents (signature, legislation, administrative follow-up)
- Prepare the wire instructions for the review of the company's representatives and ensure due execution of payments
- Coordinate and prepare board/shareholder meetings
- Maintain the shareholders' register up to date
- Handle all legal filing at the Luxembourg Business Register (RCS)
- Coordinate the legalizations, notarizations and apostilles process
- Provide administrative support to the team with the preparation of procedures regarding company secretarial services
- Liaise with notaries and other service providers
- Handle general administrative tasks

Your profile:

- You have completed your bachelor's degree in law and/or have a first experience in a corporate services organisation
- You know how to work autonomously and prioritize tasks
- You are very well organized, flexible, and have excellent communication skills which will allow you to play a central role in the team
- You are a positive thinker, solution finder, a flexible team worker and stress resistant
- You are able to work under pressure and meet deadlines
- You have excellent written communication and drafting skills
- You have a thorough command of MS Office applications (Word, Excel, PowerPoint) and are equally comfortable at typing and proof reading
- Confidentiality and discretion are required
- You are able to take initiatives and you are proactive
- You have a good command of English and French; any other language will be an advantage

We offer:

- An interesting and challenging position in an exceptional and stimulating work environment
- Support in your personal development through well-tailored local and international training

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