



Legal Account Manager (Amsterdam, the Netherlands)

About the job

Who we are:

Corpag optimizes doing global business in a smarter, safer, more efficient and more personal way. With our boutique approach we facilitate international business by applying a personal and tailor-made service.

We have been a successful and healthy company for close to 50 years. Our goal is to remain small-scaled, so that we can continue to distinguish ourselves with the personal services we offer our clients. This puts us in a privileged position in deciding which type of client we want to work with.

Though legislation varies in different countries Corpag's ethical code is strict and equal worldwide. We are very happy to help companies and private individuals that are, just like us entrepreneurial, transparent and earn their money in a sustainable and responsible manner. We are here to optimize their business and be part of their success. At Corpag we put additional emphasis on our ESG policy making it impossible to work with many industries, while focussing on others.

Corpag is a dynamic, international organization. We attach great value to personal development of our employees and therefore offer a wide range of education programs and have a strong focus on accompaniment and knowledge sharing and transfer. You have the chance to work strongly together with all our other disciplines such as lawyers, compliance officers, business developers and accountants.

How we see you:

We are looking for a talented, motivated, pro-active company lawyer for a full-time legal relationship management position. You are a strong team player, have a hands-on 'can do' mentality and proven analytical skills. Practical on the short term and foreseeing on the long term. You will walk the extra mile to reach the next step in a project, ad hoc analysis and reach deadlines.

You will become one of the approximate 30 team members of our Amsterdam office. However, as part of a global team, you will work with other offices globally on a daily basis. Your tasks and responsibilities will include but are not limited to:

- Managing your own portfolio of clients and client entities;
- Responding to ongoing client inquiries;
- Acting as intermediate between all relevant stakeholders;
- Drafting and reviewing a variety of corporate documents, such as company board and shareholder's resolutions, powers of attorney and loan agreements;
- Maintaining legal and regulatory compliance files;
- Keeping client entities in compliance with AML and legislation guidelines;
- Complying with internal, national and international policies, procedures and regulations.

What you should (ideally) bring:

The successful candidate is likely to fulfil most of the following job requirements:

- LLM (Corporate, Private, Notary, Fiscal);



- 1 to 5 years experience in the corporate services market;
- Hands-on, able to work independently and high accuracy of work is a must;
- Commercial/service-minded with a flexible attitude and great social skills;
- Fluency in English, written and spoken, is essential. Dutch language is considered an advantage.

What we value:

He who moves not forward, goes backwards. And going backwards is not the way to go at Corpag. We want to go forward. Grow. Spread our wings. Safeguarding our existence while looking ahead. That also entails planning ahead.

At Corpag we attach great value to the competences of our employees. We expect you are familiar with our shared priorities and that you are strongly working together with others. You are a specialist in your area of expertise. A constant focus on our customers and integrity is part of everything we do.

What we offer:

- Chance to be part of a rapidly growing global organization with the highest ESG and fiscal integrity standards in our industry;
- An organization with a true 'one firm'-approach worldwide, ensuring an inclusive workspace with a diverse team of young, knowledgeable and high-achieving colleagues;
- Excellent growth and advancement opportunities and a working environment that stimulates learning and development, amongst others by having our internal education program, Corpag Academy;
- Flexibility throughout the entire organization thanks to a flat organizational structure with an always open door policy;
- Competitive salary conditions and benefits, complemented by continuous initiatives to ensure employee happiness and well-being;
- Working in well-furnished offices (subject to Covid-19 measures), located in the financial center of Amsterdam.

Location: Amsterdam.

Hours: Fulltime, 40 hours per week.

For more information, please visit our website: www.corpag.com. For any questions, please reach out to our colleague Wouter Swierstra, Managing Director at Corpag Netherlands (wouter@corpag.com or +31 (0)20 3338320). For any general questions on the hiring process or Corpag, please reach out to Stefan Langemeijer, Global HR Manager (stefan@corpag.com or +31 (0)20 3338320).