



ABOUT US!

The RFR group, founded by the two German-based real estate investors Aby Rosen and Michael Fuchs currently manages a unique portfolio of US and German real estate assets. Headquartered in New York and Frankfurt, RFR successfully follows a long-term investment strategy since more than 25 years, acquiring outstanding properties, analyzing their competitive advantage and establishing a tailor-made asset specific strategy.

RFR Lux Asset Management S.à r.l. provides asset management services for a significant part of the European real estate portfolio. Among others, the planning, asset analysis and implementation of asset improvement strategies are part of the day-to-day activities. Our team also provides corporate management and accounting services for the Group-related companies domiciled in Luxembourg.

For this strongly growing business in Luxembourg, we are looking for a full-time

Paralegal / Legal Assistant

YOUR TASKS!

You will be a member of our Legal department and will be providing an independent support of all matters arising in the legal area. These include in particular:

- Establishment, merger and liquidation of companies
- Preparation of board minutes and shareholder resolutions (e.g. approval packages for annual accounts)
- Preparation of internal financing documentation (loan agreements, capital reserves etc.)
- Preparation and updating of model contracts and templates
- Bank account opening and liaising with the banks (e.g. KYC updates, FATCA/CRS declarations) in cooperation and under the lead of our Finance department
- Maintaining and updating filings with the Luxembourg Trade and Companies Register (RCS) and with the Register of Beneficial Owners (RBE)
- Maintenance of statutory records (physical binders and electronic folders)
- Liaising with the Luxembourg registers, notaries, lawyers, authorities etc.
- Coordinating with other departments within in the RFR group
- Maintaining and updating KYC documentation and KYC/AML databases
- Assist in general legal tasks and supporting in delivering corporate services

YOUR PROFILE!

- At least 3 years of relevant corporate law experience (e.g., law firm, domiciliation agent)
- In-Depth knowledge of the day-to-day activities as well as the value chain of Corporate Secretarial and Domiciliation services
- Knowledge of Luxembourg regulatory requirements (e.g. Law of 10 August 1915). Knowledge of German corporate law will be considered an asset
- High degree of motivation and flexibility, self-driven and quality-focused
- Excellent self-organization, ability to work in an autonomous environment
- Analytical, conceptual and problem-solving attitude
- Fluent written and spoken communication skills in German and English are considered a must
- Excellent team player
- Good knowledge of the MS Office suite, especially in MS-Word and Excel

WHAT WE OFFER!

Our integrated active real estate investment and management platform offers a highly dynamic work environment following an entrepreneurial approach, a motivated team with flat hierarchies, offering you the possibility to make a change and gain exposure to our outstanding real estate track record and expertise. For a first impression of the RFR portfolio please visit [RFR Luxembourg](#).

If this role appeals and you would like to find out more about our entrepreneurial growth story, please send us your application documents stating your salary expectations and the earliest possible starting date by email.