



## Legal Documentation Specialist (m/f/d)

Your future employer is a law firm with over 120 employees that provides tax, legal and business advice to clients throughout Europe. For this client, we are currently searching for the ideal candidate in London or Frankfurt am Main for the position:

### **Legal Documentation Specialist (m/f/d)**

#### **Your tasks:**

- Drafting, editing and formatting of extensive legal Word documents, contracts and presentations in German and English
- Proofreading of legal documents
- Preparation and management of physical and digital mandate files
- Assistance in monitoring transactions, including the creation and processing of transaction-specific documents, support in carrying out signings and closings as well as the creation and dispatch of originals and transaction bibles

#### **Your qualifications:**

- Completed professional training as a foreign language correspondent (m/f/d) or a comparable professional qualification
- Several years of professional experience in the field of documentation
- Great interest in the revision / co-creation of legal documents with high quality standards
- Excellent reading comprehension skills in German and English as well as very good understanding of



spoken and written German and English

**Your professional future:**

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

We look forward to your application!

Reference-Number: 405770A18661

**Your contact:**

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