

The Netherlands

# Legal Support Officer

Due to expansion of our operations team, we have an exciting opportunity available at our office in Amsterdam.

## Who are we?

United is an independent provider of finance and trust services with a truly personal approach. We unite disciplines, connect networks and cross borders to bring our clients the services they need and deserve. United serves a wide range of companies, investment industry professionals and wealthy individuals the world. Our 150 experts work from nine offices in financial hotspots around the globe.

At United we believe that providing financial and legal services is a people business. A business built on trust. That's why we are so committed to finding and hiring the right people. That's why, when we hire those people, we give them our trust. United offers you the perfect environment to grow personally and professionally.

Our team of some 35 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a part of this team, first-class expertise in the relevant field is a given. Experience is a bonus. A history of community service is an advantage. Integrity and people skills are paramount.

## What does a Legal Support Officer do?

As a Legal Support Officer, you are part of an assigned client team. Your team, consisting of a Financial Account Manager, Legal Manager and Legal Support Officer, is responsible for ensuring a proper financial and legal status of the client's files and safeguarding the legal obligations of the client's companies. You support the team with legal and administrative work. The main tasks and responsibilities include:

- Preparing proxies
- Taking minutes of board/shareholder meetings
- Processing payment orders
- Correspondence
- Contact with the Chamber of Commerce
- Contact with clients regarding practical matters
- Supporting legal account manager
- Keeping the client files in order

## What we are looking for?

We seek people who are assertive and client-focused, with strong communication skills in Dutch and English (both oral and written). To be successful in this position you need to be great at planning and organising. If you have a Bachelor's level knowledge of law, coupled with at least two years' experience in a supporting position at a trust office or law firm, we invite you to apply for the Legal Support Officer role.

## What can we offer?

You will have the exciting opportunity to work as Legal Support Officer, with the ability to influence the organisation and its daily operations by championing optimisation and automation. You will get the support of a great team who work together on the basis of responsibility and trust. We offer all our staff a competitive remuneration package and unique opportunities to develop personally and professionally.

## Interested?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

## Human Resources

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