

Legal Supervisor

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Company: TMF Group

Location: Belgium

Category: other-general

Discover the role:

The LEGAL Supervisor will manage the team and coordinate work in the department, will ensure timely and qualitative deliverables to the assigned portfolio of clients and will work in close cooperation and under supervision of the Manager.

Key Responsibility:

Supports the team and drive them meeting the overall goals of the department;

Reviews the information that is generated in the team before being sent to clients/managers for more complex files;

Coordinates and ensures delivery of the services performed by Legal department;

Assists Management in business development: draft fee proposals, hold prospects calls, and coordinate the follow-up with the team ...;

Follow-up on any legal or other issues of a client transaction in close cooperation with the Legal Manager and seniors within the team;

Leads meetings with clients and other parties in full autonomy;

Expected to support less experienced staff within the team and ensure proper training related to technical topics;

Analyzes the workload of the team and divides the incoming work accordingly between the

team members;

Job specific requirements

Dutch or French mother tongue with solid knowledge of the other language;

Excellent English written and verbal communication skills;

Master degree in Belgian law;

Additional Master in Corporate Law or Business Management is a plus;

A minimum of 5-7 years relevant working experience;

Extensive knowledge of corporate law and regulations;

Proven experience of coordinating a team, able to solve conflicts if and when they would arise;

Proven experience of client management;

Problem solving attitude.

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