

Ready to put yourself on the map?

Join Our Global Team

Legal Intern (German Speaker) – starting date asap for a minimum of 6 months

About TMF Group

TMF Group is a leading provider of critical administrative services, helping clients invest and operate safely around the world. Our 9,100 experts and 120 offices in 85 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

Key Responsibilities

- Correspondence with clients, notary, external advisors, banks, regulatory bodies and other relevant parties
- Assisting with incorporations, share transfers and other legal transactions of client companies in close co-operation with the client, notary, law firms and tax firms
- Attending to the shareholders' registers
- Assisting with the requirements of the Chamber of Commerce (registration, amendment, filing, etc.)
- Organizing the correspondence file, having the company file prepared and supervising the input of documents into the company files
- Drafting standard legal documents e.g. management agreements, loan agreements, minutes and proxies
- Review and assess relevant legal documentation and advice from third parties

Key Requirements

- Currently enrolled at a university in Corporate or Commercial Law
- Excellent communication skills and proactive attitude
- Strong attention to detail and willing to establish close relationship to the business and clients
- Fluent level of English and German, both verbal and in writing
- Team player with good people skills, who can work as well independently

What's in it for you?

- **Excellent working conditions:** good work-life balance, salary indication above market level.
- **Learning opportunities:** you will work with highly experienced colleagues who are ready to share their knowledge and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- **Value-driven work environment:** you can expect integrity and respect from all your colleagues and your leadership team.
- **Teamwork:** an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important valued and lived daily.
- **Ambition:** we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.

How to apply?

Scan the below QR code and you will be directly transferred to the internship opportunity:

