



## Vacancy – M/F/X Corporate / Legal Assistant

### Come and hit the gas at the EXMAR Group in the position of Corporate/Legal Assistant

The EXMAR Group is currently looking for a Corporate/Legal Assistant to reinforce the Corporate and Legal department in Antwerp.

#### Who we are and what we do

The EXMAR Group is an international player in the oil and gas industry. Our core activity includes the transport and transformation of oil and gas (and derivate products) over sea. More than 1400 seafaring crew and 250 shore-based staff daily join forces to provide our clients the best service and offer them innovative solutions. Together we make sure the world is supplied with gas which energizes both them and ourselves!

#### Your role in the team

Assist the Corporate and Legal department to efficiently run their day-to-day activities.

Your responsibilities and tasks include:



- Provide administrative support in contract management, planning, team correspondence;
- Provide administrative support in the legalisation of certificates/documents, follow-up closing documentation, KYC and UBO files.
- Assist the Company Secretary and Corporate department with the practical organisation of Board and Committee meetings for Belgian companies as well as foreign subsidiaries;
- Assist in the preparation of the General Shareholders meeting;
- Follow up on the administrative requirements of Belgian and foreign subsidiaries;

#### Your profile



- Experience as a Management Assistant (preferably in a Law firm or Legal department);
- Able to work in a structured way, keeping an overview of deadlines, collect, file and process data and information needed to timely make the requested arrangements;
- Communicate and act professionally towards external parties;
- Show integrity when dealing with confidential information;
- Work in team as well as independently;
- Understand the processes in the departments in order to provide support proactively;
- Fluent in written and spoken English and Dutch. French is a plus.

#### Our offer



At EXMAR you operate in a very international, dynamic and innovative environment. With us each working day looks different. We offer a competitive salary, supplemented with a nice package of fringe benefits. Since we consider personal development and career planning important, additional in-house and external training is supported.

#### Convinced?



Send your CV and cover letter to [hrprojects@exmar.be](mailto:hrprojects@exmar.be).  
We will get back to you to plan a first interview. Good luck!