



Legal Assistant

Made by:	JB
Department :	Legal
Reports to :	Legal Advisor
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About the company

Founded in Brussels in 1829, Delvaux is the oldest luxury fine leather goods house in the world and has been active without interruption ever since.

Delvaux is the inventor of the modern handbag, having filed the first-ever leather handbag patent in 1908.

Official purveyor to the Royal Court of Belgium since 1883, Delvaux has always shared and celebrated Belgian cultural references and values.

Combining creativity and savoir-faire, Delvaux crafts leather designs of timeless style. Emblematic creations include The Brilliant (1958), The Tempête (1967) and The Pin (1972), The Lingot (2022) all of which are hand-crafted in la Maison's very own ateliers in Belgium and France.

After almost 200 years since its inception, at present Delvaux spans the globe with more than 50 boutiques in strategic and unique city locations to attract an international and sophisticated clientele.

Your Mission

As a Legal Assistant you will support the Legal Advisor in various matters and maintain our database in a continuous improvement attitude and drive optimized processes.

Main Responsibilities:

Your main responsibilities as Legal Assistant will include :

- Conducting research, investigating facts and developing legal arguments
- Drafting legal documents such as contracts, letters, etc...
- Ensuring the corporate secretary services (drafting general assemblies reports, board meetings reports, etc...)
- Following up the compliance topics (UBO, privacy topics, etc...)

- Organizing and archiving documents related to IP related matters, Delvaux legal archives, contracts etc...
- Keeping track of changes in legal framework and providing timely updates on these changes.

This list is not exhaustive.

Your Profile :

- You have a Master degree in Law
- Ability to prioritize actions and goals
- A high level of initiative, combined with interpersonal skills
- Ability to work under pressure with tight deadlines
- You are a pragmatic, hands-on, analytical, problem-solving, agile 360° thinker.
- You have a humble and entrepreneurial mind-set.
- You have excellent interpersonal and communication skills
- You have an open-minded brain scouting for new things all the time.
- You are proficient in French, Dutch and English, spoken and written