



Senior Corporate Paralegal

BRUSSELS

External Description

Senior Corporate Paralegal

bpostgroup strives to create an inclusive environment with challenging projects and inspiring collaborations. With our employees at the heart of our organization, we don't believe in jobs, we believe in careers. We're now looking for a Senior Corporate Paralegal who will make us move.

Your mission:

In this role, the Senior Corporate Paralegal will support the Corporate Legal department in managing day-to-day corporate legal matters, ensuring regulatory compliance, and contributing to the operational efficiency of the business.

Corporate Governance & Housekeeping

Maintain and update corporate records, including minute books, board resolutions, bylaws, shareholder agreements, and corporate seals of bpost and its subsidiaries. Prepare and file necessary corporate documents with authorities, ensuring all filings are accurate and timely ;

Monitor and manage the corporate compliance calendar, ensuring all statutory deadlines for filings and renewals are met.Coordination with external service providers for corporate housekeeping matters (Notary, corporate housekeeping platform,...);

Coordination with external auditors to provide meetings minutes and upload on respective external platforms ;

Update yearly Base Information for the Joint Committee ;

Manage companies formation, dissolutions, and reorganizations as needed.

General Meetings of shareholders of bpost SA/NV (GMs) organization and management

Coordinate the planning and execution of GMs, including scheduling, drafting notices, agendas, and proxies;

Prepare and distribute meeting materials, such as annual reports and financial statements, to shareholders;

Contacts with external auditors and various service providers ;

Record and finalize minutes during GMs and board meetings, ensuring accurate documentation and timely distribution;

Ensure compliance with all legal and regulatory requirements related to GMs and other corporate meetings.

Company secretary

Prepare draft agendas and minutes for meetings of the Board of Directors, Board Committees and Executive committee;

Prepare excerpts from Board minutes as needed;

Report Board and Committee meetings attendance for payment of "jetons de présence" to be included in Remuneration Report;

Prepare draft yearly corporate planning for following year in concertation with finance, audit, chair(s), IR;

Collect and publish meeting documents for Board and Executive Committee members via an online Board management platform (be the administrator and manage this platform) ;

Collect and publish yearly update of Board members external mandates disclosure on Diligent

Update Board manual as needed ;

Manage the platform for insider and confidentiality lists, as well as the list of PDMRs (persons discharging managerial responsibilities) ;

Coordinate the signing and execution of Board of Directors, Board Committees and Executive committee minutes and extracts, as well as other corporate governance documents;

Manage and file all bpost corporate documents;

Coordinate board assessment process (if internal, draft questionnaire accordingly, if external liase with external provider to organize interviews, reports, etc.).

Administrative legal support

Assist onboarding of new directors and liaise with HR accordingly;

Assist directors of bpost and its subsidiaries and members of the group's executive committee with legally binding and recurring formalities (such as filing the list of mandates to the Audit Court, completing UBO declarations, etc.);

Proceed with publications in the annexes to the Belgian Official Gazette;

Liaise with company counters for all modifications to the Crossroads Bank for Enterprises;

Liaise with various administrative bodies (such as court clerks, SPF economy, SPF mobility,...) for various tasks (such as applications for approvals or authorizations).

Compliance management

Monitor legal and regulatory changes relevant to corporate governance and ensure compliance with corporate law;

Work closely with internal departments to implement and maintain compliance with bpost's internal policies.

Legal research & support

Conduct research on corporate law topics, regulations, and case law to support the legal team;

Support due diligence processes for M&A and other corporate transactions, including the review and organization of documents;

Provide litigation support, including document management, filing, and coordination with outside counsel.

Your profile:

We do not only deliver letters and parcels, but also opportunities. This job is open to all with diverse backgrounds and talents, possessing the following skills:

Bachelor's degree or equivalent experience required; Paralegal certification is an asset.

5-10 years of experience as a paralegal, ideally within a listed company or a corporate environment. Experience in corporate housekeeping and AGM management is essential.

In-depth knowledge of corporate governance, entity management, and legal procedures.

Proven experience organizing and managing AGMs and corporate meetings.

Excellent written and verbal communication skills in French, Dutch and English.

Strong organizational and time-management skills, with the ability to manage multiple tasks, manage multiple files at once and prioritize effectively.

Proficiency in legal research tools and software.

High attention to detail and accuracy.

Ability to manage stakeholders across the business, from the Chair/Board of Directors, CEO/Executive Management, Senior Management, Legal team and Company Secretary.

Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite and legal management software.

Experience with online governance platforms and legal technology tools.

Our offer:

Like a long-awaited parcel, we want to make you feel welcome and valued. Our offer includes:

Competitive monthly salary

Meal vouchers

Hospitalization-, group- and disability insurances

A phone subscription and company car

20 days of statutory leave and 7 additional extralegal days off

An end-of-year and performance-based bonus and double holiday pay

Many benefits from more than 100 bpost-partners

Why bpostgroup?

bpostgroup is Belgium's leading postal operator and a growing parcel & omni-commerce logistics partner globally. With a **focus on social and environmental sustainability**, we aim to be a trusted guide in a changing world. As our newest team member you will:

Become part of the **bpostgroup family** with a unique atmosphere and culture.

Enjoy a **dynamic work environment** with a hybrid model allowing for flexibility.

Have access to **continuous learning and development** opportunities.

Have a direct **impact on decision-making** in an international success story.

Thrive in a **leadership culture** centered on visioning, sense making, innovation, and relating, empowering you to lead effectively in our forward-thinking organization.

Find out more [about bpostgroup](#)

No match?

[Explore other exciting job opportunities with us.](#)

More info?

Feel free to reach out to Sybille Bataille