

Paralegal, Asset Management

📍 Zurich area, Switzerland (hybrid)

Opportunity Overview

	TITLE	Paralegal
	START DATE	Immediate
	DURATION	6 – 12 months, with the possibility of extension
	UTILIZATION	80 – 100%
	LOCATION(S)	Zurich, Switzerland (hybrid)
	AREA	Legal

THE ROLE

We are seeking a paralegal for a multinational bank in Switzerland. The paralegal will be part of an international legal team and manage legal tasks related to the administration and upkeep of the bank's fund documentation. Proficiency in both English and German is essential for this role.

KEY RESPONSIBILITIES

- Legal management and tracking of matters
- Ongoing fund lifecycle matters, drafting and finalizing relevant documents, and updating material contracts
- Drafting and production of documents, changing items within the legal documents
- Communications to distribution lists and providing timelines and ongoing updates on the status of filings/comments/responses to questions/approvals to relevant stakeholders
- Identify opportunities to enhance efficiency and workflow; periodically convey views to the Managing Director

YOUR PROFILE

- Experience in a Legal or Paralegal role, ideally in a multinational bank or law firm
- Excellent drafting skills, communication skills, and attention to detail
- Fluent in English and German, both written and verbal; French is a plus
- Highly organized and efficient with the ability to drive projects and deliver against set timelines

HOW TO APPLY

Please submit your application via our Careers portal, including a resume. Please note that we can only accept applications from candidates who are based in Switzerland, with a valid Swiss work permit. For any queries, please reach out to info@interimlegal.ch

ABOUT INTERIM LEGAL

Interim Legal is a trusted Alternative Legal Services Provider (ALSP) based in Zurich, Switzerland. We help legal departments modernize their operating model while keeping the human element at its center. Specializing in various practice areas, our solutions encompass commercial and corporate law, healthcare and life sciences, financial services, technology, and compliance.

WHAT WE OFFER:

- A workplace that champions diversity and inclusivity
- Opportunities for continuous growth
- Exposure to a network of legal & compliance professionals and thought leaders in the legal industry
- A competitive salary range that reflects your experience and Swiss market standards

Interim Legal is an equal opportunity employer. We are dedicated to creating an equitable workplace and encourage candidates from diverse backgrounds to apply. We believe in nurturing talent and are committed to the professional success of our team members.