

To apply, please email your resume and any additional information to [careers@capdyn.com](mailto:careers@capdyn.com)

Role: **Paralegal (Corporate)**

Location: **Zug (Zurich)**

Contract Type: **Permanent**

### **About Capital Dynamics:**

Capital Dynamics is an independent global asset management firm focusing on private assets, including Private equity (primaries, secondaries and direct investments) and Clean Energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 15 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

### **Department Overview:**

#### **Legal & Compliance:**

Capital Dynamics' Legal & Compliance team manages all legal, regulatory and compliance issues relating to the Capital Dynamics group and its funds. The team consists of a global team of lawyers, compliance officers, trainee solicitors and paralegals who act as the primary contact for internal and external stakeholders in respect of corporate and product related legal and compliance matters.

#### **Role Purpose:**

Capital Dynamics is seeking an experienced Paralegal to join the corporate legal team in the Zug office. Working alongside the General Counsel, you will support a range of activities and matters including entity formation and management, company filings, corporate compliance, drafting contracts and maintaining the company's contract management system and contract database.

You will collaborate with colleagues in both the Legal and Compliance department and across the wider firm. The role-holder will be a highly organized individual with excellent communication skills and the ability to work both independently and as part of a team.

#### **Tasks and Responsibilities:**

- Manage and maintain corporate records and perform company secretarial duties, including filings with authorities.
- Support the General Counsel in managing issues involving Swiss corporate law.

- Support the General Counsel in all aspects of entity and contract management.
- Assist with regulatory matters across Switzerland and internationally.
- Coordinate board and shareholder meetings and write minutes.
- Provide general administrative support to the General Counsel.
- Take charge of corporate governance processes and manage databases as well as corporate files.
- Assist with corporate projects and transactions.

**Key attributes:**

- A proactive approach and the ability to work efficiently, diligently and independently in an international environment, including the ability to manage a number of projects concurrently.
- Strong organizational ability, solution oriented.
- Excellent communication skills, both written and verbal.

**Education and Qualifications:**

- A minimum of 3 to 4 years corporate paralegal experience either in-house or in private practice, preferably in a financial services environment.
- Legal qualification is preferred but not essential.
- Understanding of the regulatory and legal requirements within the financial services sector.

**Languages:**

- Must be fluent in English and German, and display superior writing skills.
- Additional language skills, preferably Italian, French, Korean or Japanese, though not essential.

**Diversity & Inclusion:**

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.

Please inform our recruitment team if you have a disability, condition or difference that may require us to make any adjustments as part of your application process or during employment.