



For our client, a global group offering staffing solutions, we are looking for an experienced

PARALEGAL

The position offers a vast set of responsibilities, hence, we are looking for a quick learning and self-directed candidate with a generalist paralegal background or an assistant who is interested in following a CAS Paralegal training. To enjoy and to be successful in this role you thrive in a vibrant and multinational environment. You are flexible, pro-active, detail-oriented, well-organized, able to set priorities and wear many hats when liaising with different functions (for example Group Legal, Group Transfer Pricing and IT Finance) as well as with external stakeholders.

KEY RESPONSIBILITIES

Corporate Housekeeping

Housekeeping of the group's corporate entities in particular, but not limited to Switzerland, the Netherlands, Bermuda, France, Belgium. That includes

- Recording of any changes in the Commercial Register (board members, addresses, etc.)
- Minutes of Board Meetings and Shareholder's Resolutions
- Review of documents (such as PoAs, Shareholder Resolutions, etc.) to be signed by the relevant Corporate Entity acting as shareholder of the local entities
- Collecting signatures upon approval by responsible counsel

IP Support (Trademarks and Domains)

- Pre-Review of TM Watch for final assessment by IP Counsel
- Manage Renewals of TM Registrations:
- IP related administrative tasks
- Filing (hard copy / e-filing)
- Provide support in trademark projects as required

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Non-IT 3rd Party Agreements / Contractual Obligations Reporting / Signature Request List

- Assist in legal review process
- Manage signature request process;
- Filing and communicating of agreements (hard copy / e-filing)
- Prepare Monthly Contractual Obligations Report

Quarterly Legal Reporting (QLR) / Reporting to External Auditors

Prepare the Quarterly Legal Reporting Summary

Intercompany Agreements

Issue and manage the execution / termination of the Intercompany Agreements such as Standard Service Agreements, Trademark License Agreements, IT related Intercompany Agreements

Support in Financial Covenants and M&A

Global Entities Management System

Provide backup to main GEMS Administrator of Group Legal.

KEY QUALIFICATIONS

- Commercial Degree ideally combined with a Paralegal education (CAS Paralegal)
- At least 5 years work experience in either a law firm or in the legal department of an international company
- Experience in Corporate Housekeeping, Contract Management, Trademark Management
- Proficient MS Office skills
- Fluency in written and spoken German, proficiency in English, other languages a plus

KEY COMPETENCIES

- Self starter with excellent problem solving and project management skills
- Well-organized, trustworthy and reliable
- Focused and distinct attention to detail
- Ability to set priorities and work in interdisciplinary teams and for different stakeholders
- Sound intercultural, interpersonal and communication skills

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Our client offers a broad role allowing for professional growth, being engaged in global business activities and working in an international environment. If you feel this might be your next logical career step please send your CV and a cover letter stating why this position appeals to you to Bettina Egli at be@belegaltax.com.

We are looking forward to meeting you.

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