



CAMPBELL & PARTNERS
EUROPEAN RECRUITMENT CONSULTANTS

Ref: MH/1383

PARALEGAL/LEGAL ASSISTANT

Client:

Global technology group, producing high-quality systems and solutions for the underground mining and tunnelling industries. We are now looking for an astute professional to join the international legal dept at corporate headquarters.

Location: Munich

Responsibilities:

- corporate legal affairs: management of corporate issues, drafting documents and liaison with shareholders and external lawyers
- IP management: control of group's patents and trademarks database
- M&A issues: financing transactions, due diligence and integration of newly-acquired businesses
- insurance: annual renewal process and claims management
- compliance: preparation of material and training events and support re background checks: AML, KYC etc
- general administration: management of document templates, meetings, invoices etc
- you report to Senior Legal Counsel

Requirements:

- relevant university degree or equivalent vocational training/studies
- law-firm or in-house experience: legal, IP or insurance
- experience of working in an international environment
- nationality not relevant: strong English skills: other languages an advantage
- very good MS-Office and Adobe skills
- first-class multi-tasking and communication skills
- self-motivated and with a can-do attitude

Please e-mail your application to: first@campbell.de