

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Legal Administration Associate

Our client:

A leading multinational company active in FMCG industry

Role & Responsibilities:

- Draft corporate governance documents and support with their due execution
- Review and drafting of contracts and involvement with legal assessments
- Participate in department and company wide projects and innovation initiatives
- Manage the Contracts database and archiving process as well as other databases relevant to the company's legal administration
- Support with the budget coordination and the administration of HQ related matters

Profile:

- 3 years of work experience in a multinational environment
- European law degree
- Fluent english speaker

Required skills:

- Good knowledge of Excel, ability to manage legal databases and other IT tools
- Well organized, independent and self driven
- Team player

Contract type: Temporary - 1 year

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Kerstin Leterme

Ref : KL1382780567