

# **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