Paralegal-Contract Management
25/05/2021

proxyclick

Company description:

Are you a self-starter and a team player?

At **Proxyclick**, we offer a great opportunity to join a rapidly growing company building a proven SaaS-based Visitor and Workspace Management Solution used by Fortune 500 and SMEs globally. Our clients include companies such as Airbnb, Audi, Dimension Data, L'Oréal, Pepsico and many more. Millions of people around the world use our mobile apps.

In everything we do, we strive to deliver a world-class customer experience and cater to the enterprise security needs of our clients. Our mission is to help customers be successful in delivering positive connections every day by transforming how employees, visitors, and contractors flow in and out of locations around the world. With **Proxyclick**, organizations ensure people are welcomed safely and efficiently on-site while ensuring all work locations are secure and comply with data regulations.

Function

We are looking for a dynamic and organized paralegal to support our growing legal team. As our paralegal, you will provide critical administrative support specifically centered around the legal side of the sales and purchase processes: developing and managing a contract database, reviewing standard documents and NDAs, extract data from legal contracts, provide ad hoc support for various commercial matters, and other special projects as needed. If you are an enthusiastic and meticulous legal administrator who thrives in a fast-paced environment, if you are skilled in multitasking, working fast and you enjoy challenges, this role is a great opportunity for you.

The role is based in our Brussels office.

Key responsibilities:

- Take ownership of the development and management of a contract database

1

- Be responsible for the management of the company's legal documents
- Be responsible for the following-up of contract/commercial relations lifecycles
- Provide administrative support during different stages of the sale/purchase process
- Work closely with the sales team to ensure the proper following-up and filing of quotes, contracts, etc.
- Review/proofread legal documentation such as SaaS contracts, NDAs, terms and conditions, etc.
- Provide support in the drafting of standard documents
- Provide administrative support in the negotiation of complex deals
- Provide support in the management of trademarks

Searched profile

- 3-5 years of paralegal experience, including reviews of legal documentation
- Impeccable oral and written communication skills in English +French or Dutch
- Proficiency with Word, Excel and Powerpoint
- Outstanding organizational skills and attention to detail
- Enjoys a fast-paced, rapidly changing environment
- Ability to multitask and work quickly and efficiently
- Appetite for learning new tools and developing admin processes
- Connects well with people
- Strong curiosity for the SaaS industry

Offer

Benefits

- Autonomy and empowerment
- Working with a great team, fun and highly motivated people
- International culture and learning atmosphere
- Flexible working time and possibility to work remotely on occasion
- A relaxed working environment in an amazing office to sit, stand and lounge
- An open culture allowing you to share your ideas and have an impact from day one
- Annual remote working trip (check our YouTube channel for a preview of our last ones)
- Competitive compensation including stock options
- Various extra legal benefits (meal vouchers, eco-cheques, netto allowances...)

Equal Opportunity Employer

At Proxyclick we aim to foster a workplace free from discrimination. We believe that diversity of experience, perspectives and backgrounds lead to a better environment for our people and a better product for our users. We welcome everyone to our workplace, no matter where you are from, and the more diverse we are, the more unified our ability to ensure respectful connections all around the world.

Contact

Please apply **online**.

Job offer for a Paralegal at Proxyclick in Brussels - via LexGO - find inhouse legal jobs and job offers for p

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