



Job Opening
Legal Assistant (m/f)
Legal Department

The Mission

FSC works to take care of our forests and those who rely on them: by protecting plant and animal species, Indigenous Peoples' rights, forest workers' safety, and much more on a global scale. We achieve this in particular through FSC certification, ensuring forests around the world are responsibly managed. This goal requires a successful licensing business with a rigid protection of FSC's trademarks and the enforcement of intellectual property rights. For more information on FSC, visit our website at www.ic.fsc.org.



To effectively meet the challenge of protecting the world's forests, we are committed to have the world's most skilled people working with us. We are currently looking for an engaged **Legal Assistant** to join our Legal Department and to work with us in a multinational environment.

The Scope:

The Legal Assistant shall be the hub of administration and support of the centralized Legal Department with all its business affairs and clients of the FSC Group under direct supervision of the Head of Legal.

Main Roles and Responsibilities:

- Assist with:
 - Managing mail.
 - Coordinating and organizing meetings and travel.
 - Managing files and organizing documents including legal magazines and books.
 - Verifying invoices and preparing invoice approval forms.
- File hard and electronic copies of all legal documents.
- Manage deadlines (verification, tracking and monitoring of deadlines; expiry checks).
- Proofread contracts and other legal documents (in English and German).
- Manage proper translation of documents, for example with engagement of external translation agencies.
- Prepare presentations and other overview documents through relevant software, especially MS PowerPoint.
- Communicate and correspond with internal and external clients and prepare related writs, e.g. cease-and-desist letters, apostille etc.



Qualification, Experience and Skills:

- Successful education as an Assistant, Secretary, Paralegal, Multilingual Secretary, Office Manager or similar (in Germany in commonly: “Rechtsanwaltsfachangestellte(r)”, “geprüfte(r) Rechtsfachwirt/in”, “Diplom-Jurist (FH)”, “Fremdsprachensekretär/in”, Bürokauffrau/-kaufmann” oder vergleichbar).
- At least 2 years of professional experience in working in an administrative position, preferably in a law firm or in the legal or tax department of an organization.
- Experience in dealing with authorities, courts and law firms are desirable.
- Fluency in German and English (spoken and written), Spanish and/or French is a plus.
- Good time management skills: ability to perform well while handling simultaneously a number of functions.
- Service-oriented attitude to work.
- Proven ability to plan and organize work, as well as a strong sense for diligence and accuracy.
- Good verbal and written communication skills, able to establish and maintain positive interpersonal relationships.
- Good skills in the use of the standard software packages (MS Word, Excel, PowerPoint).
- Experience with contract databases or in general knowledge management platforms is an asset.
- Ability to work well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team.

Terms and Conditions:

- Location: Bonn, Germany
- Starting Date: 1 April 2019 or as soon as possible
- Working Hours: Full-time - 40 hours per week
- Duration of contract: 2 year with a possibility for extension

How to Apply:

Please send your **motivation letter** (including your **gross salary expectation**) and your **CV in English** as email attachments to recruitment@fsc.org

Please do not send any photos of yourself, including as a picture on your CV and make sure to insert ‘**Legal Assistant (m/f) – Your Name - 2019**’ in the subject line of your email.

The deadline for applications is 21 February 2019.

We will confirm receipt of your application. However, only candidates shortlisted for an interview will be further contacted and will receive notice of the outcome of the selection process. Should you not receive a confirmation of receipt please **check your spam filter** and if you cannot find it there contact us at recruitment@fsc.org

Please be informed, that by applying for this position you automatically accept our [Data Protection Information](#) on processing your personal data.

We are looking forward to your application!