

Belgium Jobs Expertini®

Paralegal (Belgium - Cartamundi HQ)

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Company: Cartamundi

Location: Belgium

Category: legal

Cartamundi is the worldwide leader in “play” solutions, such as playing cards, card & board games, and collectibles & trading card games.

Its team of over 3000 people is united in providing every person the possibility to “Life Different, Play Different.” To achieve this, the family-owned company, headquartered in Belgium, operates a global network of sales offices and manufacturing facilities, stretching from the US, over Europe, to Japan.

The company houses a global brand portfolio that includes a suite of heritage brands such as Bicycle®, Bee®, Copag®, Shuffle® and many locally loved brands. At the same time, Cartamundi is a trusted manufacturing and distribution solutions partner for leading toy and entertainment companies. Given the Cartamundi printing presses have been running since 1765, the company draws on a rich tradition, whilst at the same time stimulating innovation in digital and “phygital” experiences to stay relevant today and tomorrow. Cartamundi pursues a strategy of sustainable and profitable growth whilst preserving our planet and the company in excellent condition for generations to come.

Learn more about what we do at <https://www.cartamundi.com>

Paralegal Group and Europe

Your role:

We are looking for an experienced Paralegal (new position).

You will support the Group General Counsel and the Legal Counsel EU with administrative tasks (including maintaining the budget);

You will ensure the follow-up of requests from legal counsels and from other departments for

corporate documents and/or legalization of documents; You will Draft correspondence, legal documents and standard contracts;

You will work in close cooperation with other departments and assist with contract management process (sending contracts for signature via DocuSign, properly classifying and storing contracts in the company's digital contract repository) and legal documents;

You will review internal legal processes & update manuals; You will maintain and upgrade the Legal Department's document management systems and the Cartamundi Management System;

Participate in and support Global Compliance and Privacy Project initiatives;

Correspond with outside counsel, peers and executives (both internal and external), including global business partners in different time zones;

Participate in special projects and other assignments as requested.

Your profile:

To be successful in this role you are highly organized, self-motivated and pro-active. An eye for detail is critical. The position is typically for a person who knows how to combine legal knowledge with administrative talent.

Other requirements:

Bachelor's degree in Legal Practice;

Dutch mother tongue, with a very good knowledge of English, both orally and in writing; French and German is a plus.

A minimum of 3-5 years relevant working experience; you have experience in commercial and corporate matters;

Hands-on mentality;

Takes ownership;

Pro-active, service-minded attitude;

Team player with a flexible attitude;

You have excellent communication skills and an entrepreneurial spirit.

Able to work in stressful situations and can cope with deadlines.

Our offer:

We offer you a varied position with an attractive package and the possibilities for personal and professional growth.

Interested?

Are you ready for a new challenge? Apply online here.

We look forward to receiving your resume and application letter.

Contact:

Cartamundi tav. Mevr. Yoon-Mee Deseyn

Turnovatoren 14 bus 1 - 2300 Turnhout

jobs@cartamundi.com

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