

Paralegal / Legal Operations Specialist (m/f/d)

We're Hiring

Tasks

Responsibility for the administrative support of IDnow's legal department:

Administration of contracts in electronical and paper form, management of incoming and outgoing mail, structuring the document filing system

Close collaboration with different IDnow teams within an IT company (Legal, Accounting, Sales in the main)

Administrative support for both Corporate Matters (DD, Document Management System) and process optimization

Salesforce Support (Customer Relation Management System) as well as Admin function for IDnow's digital signature tool (e.g. managing accounts)

Qualifications

General interest in working with contracts and understanding of contractual procedures as well as analytical skills

Awareness of and a sense for the adherence to compliance policies (e.g. internal Signature Policy) combined with problem solving skills

Knowledge of Sales collaboration as well as experience with Salesforce would be an advantage (but could also be learned)

Good communication and self-management

Business fluent English and German skills; French would be a plus

We offer

Impactful role with the opportunity to work **part-time** (min. 30h required)

Be part of a growing, dynamic and fast-paced technology company

Steep learning curve in a high-tech environment, which involves working with leading global companies shaping the future of many industries

Benefit from our yearly budget for your own education

We look forward to receiving your compelling application with a possible start date and salary expectations.

In case you have further questions, please feel free to contact us via jobs@idnow.de.

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Additional information

Location	Munich
Position type	Full-time employee
Start of work	As of now

Responsible

Jacqueline Arlt