

# Legal Operations Manager ContiTech (m/f/diverse) - REF76093M

## Ihre Aufgaben

We are seeking a visionary and decisive Legal Operations Manager ContiTech to join our dynamic team in Germany. As a key contact in our legal department, you will be responsible for optimizing our legal operations, driving efficiency, and implementing innovative solutions to support our organization's legal needs.

The position can also be staffed at Hanover, Germany.

### Your tasks:

- Develop and execute strategic plans to enhance the efficiency and effectiveness of the legal department
- Support to coordinate our inhouse legal professionals, fostering a culture of continuous improvement
- Implement and manage legal technology solutions to streamline processes and increase productivity
- Oversee the department's budget, resource allocation, and vendor relationships
- Collaborate with internal stakeholders to identify opportunities for process improvement and cost reduction
- Develop and maintain key performance indicators (KPIs) to measure and report on the department's performance
- Manage complex projects related to legal operations, compliance, and risk management
- Stay abreast of industry trends and best practices in legal operations to ensure the department remains at the forefront of innovation

## Ihr Profil

- Fully qualified lawyer or master's degree Business or in a related field
- Several years of experience in a related field (approx. 3-5 years), preferably with a proven track record of leadership in a corporate (legal) environment
- Strong knowledge of legal operations management, including process improvement and legal technology implementation
- Excellent project management skills with the ability to manage multiple initiatives simultaneously
- Demonstrated experience in budget management and vendor relations
- Proficiency in data analysis and reporting, with the ability to translate complex data into actionable insights
- Advanced communication skills, both written and verbal, with the ability to influence stakeholders at all levels; English and German
- Experience leading in teams preferable
- In-depth understanding of legal industry trends, best practices, and regulatory compliance



Job ID

**REF76093M**

Arbeitsbereich

**Recht & Intellectual Property**

Standort

**Frankfurt am Main**

Leadership Level

**Leading People**

Job Flexibilität

**Hybrid Job**

Ansprechpartner

**Franziska Münder**

Rechtliche Einheit

**ContiTech Deutschland GmbH**

- Certifications in legal operations (e.g., CLOC) or project management (e.g., PMP) are of benefit
- Ability to think and act strategically and drive innovation in legal operations
- Strong analytical and problem-solving skills with attention to detail
- Proficiency in Microsoft Office suite and other commonly used tools
- Willingness to travel

Applications from severely handicapped people are welcome.

## Unser Angebot

The well-being of our employees is important to us. That's why we offer exciting career prospects and support you in achieving a good work-life balance with additional benefits such as:

- Training opportunities
- Mobile and flexible working models
- Sabbaticals

and much more...

Sounds interesting for you? [Click here to find out more.](#)

[Diversity, Inclusion & Belonging](#) are important to us and make our company strong and successful. We offer equal opportunities to everyone - regardless of age, gender, nationality, cultural background, disability, religion, ideology or sexual orientation.

Ready to drive with Continental? Take the first step and fill in the online application.

## Über uns

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

Guided by the vision of being the customer's first choice for material-driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.