

Senior Legal Counsel / (Data) Compliance Coordinator (in part-time 50%)

工作职责

Reporting hierarchically to the Head of Finance & Administration, located in Belgium, and functionally to the Head of Law Northern/Southern Europe & Africa, located in France, this position takes ownership and responsibility in particular for:

- Coordinating Benelux Compliance and Data Protection matters, in close alignment and cooperation with dedicated Corporate teams;
- Providing legal consultancy on national and international commercial / contracts law, civil law, labor law and Corporate matters;
- Collaborating with various central (Trademark, Tax, etc) and local (Sales, Marketing, etc) teams on topics including negotiations with external parties, drafting and reviewing contracts, policies and other formal documents, support with claims management, etc;
- Acting as "housekeeper" for the Benelux House of Rules, including document lifecycle management, leading and steering the organization through the annual review campaign, communicating regularly on House of Rules updates to ensure employee awareness and use of the Sharepoint;
- Identifying training needs and conducting legal workshops, coaching junior legal colleagues in their technical as well as organizational skills;
- Participating in and/or leading projects related to the role's tasks and responsibilities.

职位要求

- Your Qualifications & Work Experience
 - University degree in Law
 - Several years of professional experience with exposure to commercial contracts work, data protection and/or compliance topics
 - Experience and willingness to work in a highly matrixed, international environment
- Your Skills & Competencies
 - Ability to structure, prioritize and manage multiple parallel complex tasks with a high attention to detail and quality
 - Strong communicator with ability to influence and drive topics forward
 - Audit / control mindset, risk awareness and pro-active assessment
 - Service orientation, taking a pragmatic approach to working on commercial law topics and activating Compliance / Data Protection rules in a business environment
 - Fluent - verbal and written - Dutch, French and English language skills
 - Proficient user of M365 (Outlook, TEAMS, Sharepoint, copilot, PowerPoint, Word, Excel)



职位号码

REF86385T

工作职能

行政支持

所在地

Machelen

领导力级别

个人贡献者

工作场所灵活度

现场办公

工作时间

全职

招聘专员

Claudia Nijboer

法律实体名称

Continental Benelux SRL

我们可以提供

Continental Benelux as an employer provides the best of both worlds - working from a modern comfortable office as well as from your home location. In addition to an unlimited employment contract and your annual gross salary, we provide benefits such as meal vouchers, eco-vouchers, group insurances for pension / hospitalization / invalidity as well as a motivating company culture based on our four core company values: "Trust", "Freedom to Act", "Passion to Win" and "For One Another".

We look forward to receiving your application!

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