

Our legal department is currently looking for a legal assistant.

## **Title**

Legal Assistant- 24 hours ( 3 days)

## **Tasks**

We are looking for an ambitious Legal Assistant to strengthen the legal department by managing daily legal administrative tasks. You will be part of a team of professionals working to maintain company's compliance.

Input information or store the contracts in the shelf is a large part of the Legal Assistant day-to-day work. Any legal knowledge will not be required to the Legal Assistant. The ideal candidate will be able to work comfortably with all members, not only with the staff of the Legal department and is good at conducting repetitive task accurately.

## **Responsibilities**

- Management for signed back contract (input information in the word/excel files), scan and upload PDF, store the original paper in the shelf, etc...)
- Assist with making contract (collect information under indication of legal manager, input information in the word/excel files, download document from internal system, etc..)

## **Requirements**

- You like working with repetitive tasks
- You are accurate and flexible
- Excellent knowledge of Excel and Word
- Good knowledge of Japanese (including reading and writing) and English languages
- HBO or equivalent education
- Holds valid EU work and residence permit (mandatory)
- You live in The Netherlands, preferably in the area of Amsterdam

## **About Asahi Intecc Europe B.V.**

Asahi Intecc Europe B.V. offers a challenging, independent and dynamic working environment in a multicultural setting. We offer competitive salary and additional benefits. Moreover, Asahi Intecc Europe B.V. is located in an outstanding location in the World Trade Centre right at the heart of Amsterdam's business district, well-served by public transport.

If you are interested in the job, please send us your application letter and CV by 15 September 2023. After screening, candidates will be invited for an interview which will be held in August/September 2023. The employment of the successful candidate may start immediately.

Asahi Intecc Europe B.V.

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