

**Welcome to SCC LEGAL:** SCC LEGAL is a law firm specialized in chemical law. As a newly founded spin-off, we cooperate closely with our scientific partner SCC Scientific Consulting Company which is one of Europe's largest consultancy companies for regulatory services with more than 160 experts from different countries. While SCC Scientific Consulting Company manages registration and approval procedures for chemicals such as agrochemicals, biocides, medical devices etc., SCC LEGAL provides legal support to SCC Scientific Consulting Company as well as to our clients in the chemical industry. Together, we share the same goal: to grow further, in an international client environment. In a personal, open working culture, we focus on good team spirit as well as the best outcome for our clients. Located at the heart of the Rhine-Nahe region, alongside nature, but also right next to the vibrant Rhine-Main area.

You have a (business) law degree (e.g. Bachelor, Master, 1st state examination) or proof of relevant legal experience? Then join our team and expand our expertise as

## LEGAL ASSISTANT (M/F/D) WITH FOCUS ON CONTRACT MANAGEMENT

BAD KREUZNACH

### WHAT YOU CAN EXPECT

- Independent editing (commenting) and drafting of contracts in German and English (e.g. confidentiality or framework agreements, contract extensions etc.)
- Regular communication with scientific departments of our scientific partner company (SCC Scientific Consulting Company GmbH)
- Communication with national and international clients (especially from the chemical industry) and European authorities
- Contract management (digital filing, contract summary, monitoring of expiring dates etc.)

### WHAT YOU OFFER

- Training with a legal background
- Experience in contract management
- English (fluent in speech and writing)
- Good MS Office skills, especially Word and Excel
- Good communication skills
- Independence and team orientation
- Conscientious and goal-oriented way of working

### WHAT WE OFFER

- You will work in areas of responsibility across different departments in a collegial team
- Entry is simplified by personal support and intensive on-the-job training

Challenging tasks await you in a young law firm specialising in contract management and authorisations issues with an international focus. Are you interested? Then apply online via the link below!

### Online Application

For any questions on job specifics, please contact Dr Burkhard Funk, Tel: +49 671 29 84 61 50, [b.funk@scc-legal.com](mailto:b.funk@scc-legal.com)

For questions relating to the application process, please contact our recruitment partner, HRSC Human Resource Service and Consulting GmbH, Florian Pistel, Tel: +49 671 7961418-0, [bewerbung.scc@hrsc-gmbh.de](mailto:bewerbung.scc@hrsc-gmbh.de)

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