

## Legal Trainee

SICPA's Legal Department in Lausanne Headquarter is looking for a legal trainee to support the team, in particular with contract management and renewals.

### Key responsibilities

- Main task is the management of SICPA's contract database (both electronic and physical) including the filing of contracts in such database, and the preparation of renewals or extensions of agreements.
- Provide short legal analysis.
- Provide assistance to legal counsels.
- Depending on requirements, the legal trainee may be asked to contribute to other legal or administrative tasks.

### Requirements

- Ideally enrolled in his last year of Bachelor in Laws/ or has graduated with a Bachelor in Laws;
- Commit to a traineeship of at least 15 months;
- Available in average between 15 and 20 hours a week.
- Be proficient in French and in English;
- At ease with Word, Excel and similar programs;
- Be organized and have the ability to prioritize tasks;

### Opportunities

The legal trainee will have the opportunity to work in a multinational company, discover its functioning and notably deepen its knowledge in contract administration, management and drafting.