



Anna Grözinger
Syndikusrechtsanwältin
Head of Legal

As a parental leave cover - for a fixed term of 1-2 years - we are looking for a **Legal Officer (m/f/x) in a part-time position (50-80%)**

Location: Germany (Stuttgart)

Our offer

- The chance to play an active part in planning a sustainably designed environment
- Challenging assignments in an office with a team-based, interdisciplinary structure
- Climate-friendly transport incentives (e.g. company bicycles and travel tickets)
- An office in an attractive location with excellent public transport links
- Contribution to the pension plan, sporting activities and several annual team events

Your responsibilities

- Support in administrative activities within the legal department
- Independent handling of routine tasks in contract management
- Tracking tasks and internal projects as well as independent and active participation in these
- Responsibility for filing, archiving, and mail distribution
- Preparing presentations, conducting legal research, and drafting documents of all kinds
- Managing correspondence in both German and English
- Direct collaboration with the Head of Legal and various corporate departments

Your profile

- You have successfully completed your training or have a degree with a (business-) legal focus or a comparable qualification
- You have initial professional experience, ideally in the mentioned areas of responsibility
- You are willing and interested in engaging with new topics
- You have an independent, structured, and meticulous working style
- You have strong communication and organizational skills
- You have a friendly and engaging appearance as well as a high degree of sense of responsibility, reliability and discretion
- You are proficient in Microsoft Office and digital media
- You enjoy a broad range of tasks and teamwork

Werner Sobek is internationally synonymous with engineering, design, and sustainability. Our company is home to more than 400 employees and is represented on several continents. Our work is renowned for exceptional design based on outstanding engineering and integral concepts that minimise the consumption of energy and materials.

We look forward to receiving your application along with an indication of your salary expectations and your preferred starting date. If you have any questions, please do not hesitate to get in touch.

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