



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

JUNIOR LEGAL COUNSEL, PARALEGAL OR CONTRACT MANAGER

January 2022



The opportunities: your next adventure awaits

As Junior Legal Counsel/Paralegal/ Contract Manager you will be a member of our legal team, reporting to the General Counsel and working on a various range of legal topics, including cutting edge sustainability, corporate and governance matters.

Come join our team of mission-driven individuals with big ideas, tireless optimism and the belief that our work can change the world.

1. ABOUT SUSTAINCERT

At SustainCERT, we help quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide robust evidence of progress towards our collective sustainability goals and ensure climate pledges bring real, meaningful impact on the ground.

We deploy technology to create the next-generation of impact accounting and improve the way carbon emissions are measured, reported and verified: More simplicity, more affordability, more efficiency and always the best level of accuracy and credibility.

We are on a mission to mainstream best-practice for the benefit of all – businesses, people and the planet.

2. ABOUT THE POSITION

We are currently looking for a Junior Legal Counsel, Paralegal and Contract Manager to be based in Luxembourg or Amsterdam. We offer a young, dynamic, and international corporate atmosphere as well as the benefit of remote working and excellent legal training under the guidance of our General Counsel.

3. PRIMARY RESPONSIBILITIES AND TASKS

- Drafting and/or processing changes to legal documentation such as contracts, EGMs, board minutes, circular resolutions, legal opinions, term sheets, etc.;
- Ensuring execution, following up and filling of the different documents prepared/received by the various departments;
- Providing assistance on transactional matters;
- Helping build world-class contract and legal management frameworks and processes;
- Day to day relationship with various departments, clients and third party service providers;
- Liaising with amongst others, the regulatory authorities and providing all requested documentation in order to ensure compliance with regulatory framework;
- Liaising with notaries and other external counsels, if required;
- Collaborating on various projects with teams across the organisation;



- Conducting legal research and keeping track of changes in legal framework and providing timely updates on these changes; and
- Updating precedents and notifying the relevant department of any potential required change to such precedents.

4. QUALIFICATIONS

- Prior experience in a similar role experience is mandatory;
- Degree in Business, Law or other relevant field ;
- Prior experience in a European or other international law firm or in house working environment;
- Very good command of Word, Excel, PowerPoint and PDF;
- Fluency in English, any other language an asset;
- Solid attention to detail, technical legal skills and a sound understanding of legal market;
- Good team player but able to work independently;
- Ability to meet deadlines, to prioritise workload and function effectively in a multi-task environment.

5. RECRUITMENT PROCESS AND TIMELINE

Applications can be sent to recruitment@sustain-cert.com. The position will remain open until a suitable candidate is found. Candidates selected for a firstround interview will be notified by email. Please note candidates will not be notified unless selected for an interview. Salary will be based on experience and include benefits (e.g 5 weeks paid leave).