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Expert Legal Document Management (m/f/d)

For KWS SAAT SE & Co. KGaA, preferably at the headquarters in Einbeck (Lower Saxony, Germany), optionally Berlin, we are looking for a full-time, permanent Expert Legal Document Management as soon as possible. The Expert Legal Document Management supports the KWS Legal Team in the preparation and drafting of legal documents. They will also support the KWS legal department in the implementation of legal projects.

Your new challenge:

- You will support the Business Partner Legal in your area of responsibility in the preparation and drafting of contracts and other legal documents including the coordination of signature processes
- You will prepare and organise notary appointments and communicate with courts and authorities
- You will organise apostilles and legalisations in cooperation with embassies and competent authorities
- You provide administrative support in the organisation of committee meetings
- You draft standard legal documents and simple contracts and develop templates for such documents as required
- You will conduct training courses in German / English on various legally relevant topics (e.g. document execution, organisation of apostilles / legalisations)
- You will support the KWS legal department in the development, maintenance, implementation and improvement of internal legal processes

What you bring with you:

- Completed training with a legal and/or business management focus, e.g. paralegal, commercial lawyer or similar
- At least 2 years of professional experience in the legal field (e.g. contract management, legal operations, legal projects), ideally in a global industrial environment
- Confident handling of MS Office application programmes and high IT affinity
- Experience in project management is an advantage
- Very good written and oral German and English skills
- Strong willingness to cooperate and team player mentality
- Enjoy communicating with stakeholders in an international working environment
- Reliable and independent way of working with an eye for detail
- High level of motivation, eagerness to learn, sense of responsibility and commitment

What you can look forward to:

- As a family-run company, we live by the values of proximity, reliability, foresight and independence - a culture that is also lived in practice, e.g. through an open and friendly working atmosphere
- True to the motto: "Make yourself grow!", we promote individual professional and personal development
- We create the right conditions for you: family-friendly working hours, flexible working, Christmas and holiday bonuses.

Advance your career and grow in your tasks with KWS! Get started by applying today. We look forward to receiving your digital application (cover letter, CV, relevant certificates) via our SuccessFactors job portal! Please use the "Apply" function in the online advert.

About KWS

KWS is one of the world's leading plant breeding companies. Over 5,000 employees in more than 70 countries generated net sales of around €1.8 billion in the fiscal year 2022/2023. A company with a tradition of family ownership, KWS has operated independently for 165 years. It focuses on plant breeding and the production and sale of seed for corn, sugar beet, cereals, vegetables, oilseed rape and sunflower. KWS uses leading-edge plant breeding methods to continuously improve yield for farmers and plants' resistance to diseases, pests, and abiotic stress. To that end, the company invested more than €300 million last fiscal year in research and development. For more information: www.kws.com/career. Follow us on LinkedIn® at <https://linkedin.com/company/kwsgroup/>.

Our data privacy policy for candidates is available on www.kws.com/dataprotection. Please select the country where the job you applied for is posted in and, if applicable, the specific business unit.