

## LEGAL ASSISTANT (M/F/D)



STRATEC develops and produces fully automated analyzer systems under the name of many of the leading global In Vitro Diagnostics companies as well as Hematology and Clinical Chemistry systems.

Become part of our team:

### KEY RESPONSIBILITIES

- Administration, documentation and archiving of contracts
- Support in the drafting and execution of processes / guidelines, and other legal materials
- Interface with the Legal Team in Germany to ensure deadlines, compliance and operational needs
- Creation and maintenance of contracts
- Participation in the preparation and negotiation of customer contracts

### KEY REQUIREMENTS

- Successfully completed vocational training as an administrative assistant, legal secretary or comparable qualification
- At least 2 years of professional experience, for example in administration, law or insurance
- A high degree of integrity and discretion when dealing with confidential information
- Structured and independent approach to work
- A service mentality towards clients and an excellent attention to detail

### INTERESTED?

At STRATEC you can expect a dynamic team, an open working culture and a flat hierarchy. We pride ourselves in offering a long-term employment perspective as well as challenging and varied tasks.

Please send us a copy of your latest CV along with your salary requirements and earliest start date to the following address: [careers@stratec.com](mailto:careers@stratec.com). If you have any questions or wish to speak to a member of the HR team, please contact [07082/7916-199](tel:070827916199).

### STRATEC Biomedical (UK) Ltd

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