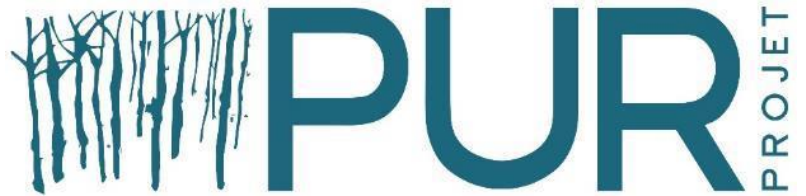


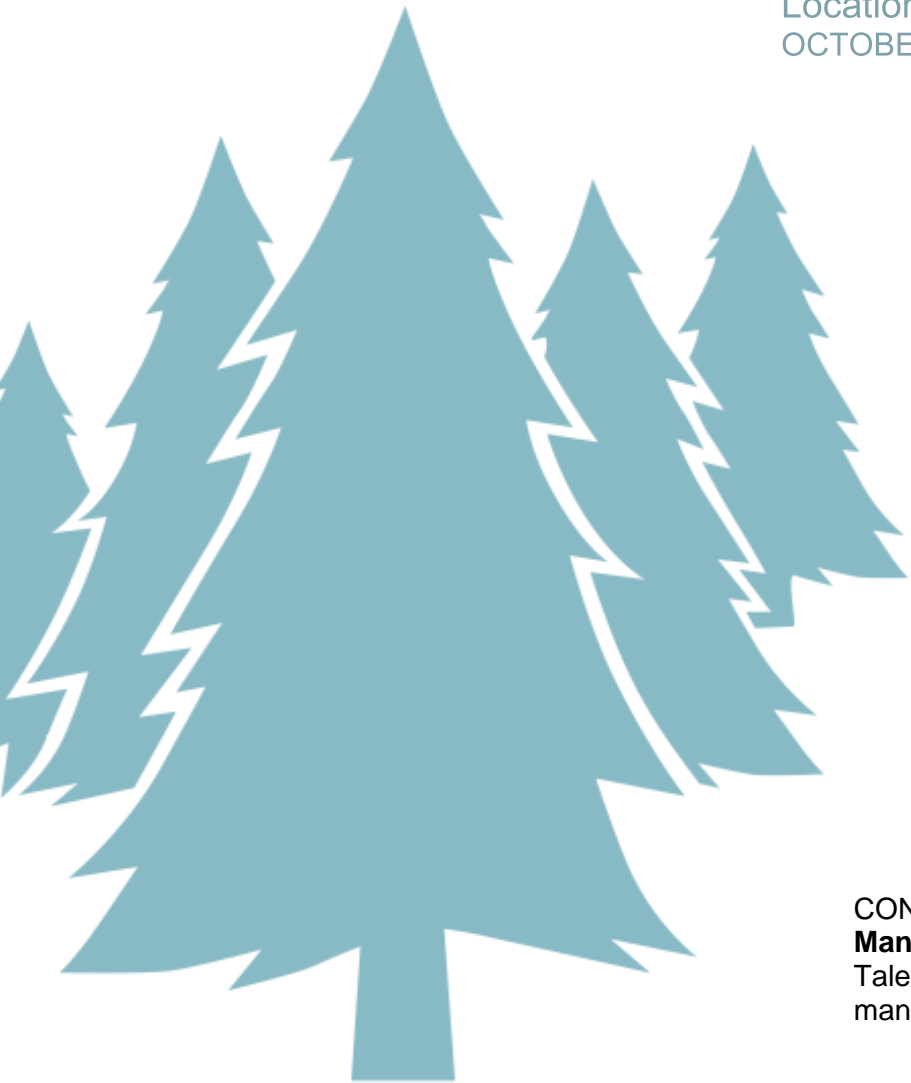
## JOB DESCRIPTION



**Legal Manager**

Location: Paris, France

OCTOBER 2021



CONTACT:

**Manel Ramdany**

Talent Acquisition

[manel.ramdani@purprojet.com](mailto:manel.ramdani@purprojet.com)

## PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oreal, Chanel, AccorHotels and Caudelie.

More information on PUR Projet and our work can be found on our website at [www.purprojet.com](http://www.purprojet.com).

## ROLE

PUR Projet is seeking an ambitious, rigorous and impact driven individual to supervise the legal operations of the Group.

## DUTIES & RESPONSIBILITIES

<b>SUMMARY OF RESPONSIBILITIES:</b>	Reporting directly to the COO, you will play a key role in strengthening the Group Legal affairs with the objective to support a strong growth while reducing the legal risk of operations.
<b>INDIVIDUAL RESPONSIBILITIES:</b>	<b>LEGAL ADVISE / AGREEMENT DRAFTING</b> <ul style="list-style-type: none"><li>- Ensuring that all agreements (NDA's, Service agreements, supplier agreements, terms &amp; conditions....) are reviewed and validated prior to execution.</li><li>- Advising and supporting Program &amp; Project functions in drafting Agreements</li><li>- Determine Group legal templates where possible.</li><li>- Following-up on Litigation cases if any</li><li>- Ensuring that all relevant agreements are entered into the legal database.</li> <li>- Expected results: To ensure that legal risks for all operations are reduced and controlled.</li></ul>
	<b>LEGAL ADMINISTRATION / COMPLIANCE</b> <ul style="list-style-type: none"><li>- Corporate Secretary for all legal entities, in coordination with finance team and external counsels.</li><li>- Maintaining Group corporate records.</li><li>- Ensuring that labor and social Affiliates' documentation (Companies policies, Employment Agreement...) are up to minimum standard with the assistance of HR department and external counsels.</li> <li>- Expected results: To ensure that adequate level of compliance to corporate law is observed by all companies of the perimeter.</li></ul>

	<p><b>LEGAL BEST PRACTICES / LEGAL TRAINING</b></p> <ul style="list-style-type: none"> <li>- Ensuring that all collaborators meet a fundamental minimum of legal best practices/guidelines by identifying loopholes and finding remedies.</li> <li>- Developing and training Programs, Project and Central teams on Legal matters &amp; Compliance.</li> <li>- Implementing the legal best practice.</li> <li>- Controlling the observance of the legal best practice.</li> <li>- Expected results: To ensure that legal best practices are in place and observed, and that the teams receive proper legal training.</li> </ul>
	<p><b>M&amp;A / CORPORATE DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>- Providing legal support to COO on M&amp;A matters by assisting in due diligence and reviewing legal documentation.</li> </ul>

	<p><b>CULTURE &amp; COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars &amp; social events to help carry PUR Projet's strong sense of community; &amp;</li> <li>- Demonstrate your individual character, nature and ideology within the Company and support others to do the same.</li> </ul>
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<b>REPORTING:</b>	The successful Candidate will report to Alexandre SCHOULER, COO of PUR Projet. The successful Candidate will also be expected to closely collaborate with a number of colleagues across the globe.
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**QUALITIFICATIONS**

<b>EDUCATION:</b>	Law School at least equivalent to a French Master II
<b>EXPERIENCE:</b>	5 years of qualifying experience Professional experience in an international environment with differents entities Previous experience in a scale up environment
<b>SKILLS:</b>	Experience in International Legal Department of MNCs + law firm would be a plus International working experience and/or strong international exposure.
<b>PERSONAL CHARACTERISTICS:</b>	Analyse problems and situations Make sound and courageous decisions Manage execution showing drive and results orientation Implement changes Develop cross-cultural and cross-fonctionnal collaboration Communicate effectively Demonstrate ability to adapt and develop personal skills
<b>LANGUAGES:</b>	French: fluent English: fluent German / Spanish: optional

**WORKING CONDITIONS**

The successful candidate will work out of the Paris Office, and could be expected to travel occasionally.

## **CONTRACT**

We are looking for an individual to fulfill a full-time position.