



*Our Precision, Your Advantage*

To support our Director Legal Europe in Aschheim (Munich)  
we are looking for:

## Legal Assistant (m/f/d)



### About us

KYB Europe GmbH, based in Munich, is a subsidiary of the Japanese KYB Corporation and serves the European markets. With 14,000 employees worldwide, the KYB Group generates an annual turnover of around 3.8 billion US dollars. KYB realises 60 percent of this with the sale of automotive shock absorbers. The company is one of the world's leading manufacturers of shock absorbers, springs and accessories and is one of the largest suppliers of original equipment. With 15 factories in Asia, Europe and the United States, KYB has an annual production capacity of more than 75 million shock absorbers. KYB Corporation exports its products to more than 100 countries.

### Your tasks

- ◆ Executing normal legal department's secretarial and administrative tasks, like e.g., processing, administration, and management of files and observing deadlines and taking care of the resubmission of files.
- ◆ Supporting the preparation of draft documents and related correspondence.
- ◆ Maintaining and updating files and documents. Pre-checking and drafting of legal related materials and documents and supporting the related communication.
- ◆ Supporting the research on information needed, like actual developments in law and jurisdiction etc. and preparation of related summaries.
- ◆ Supporting the communication with (group-) company internal clients.
- ◆ Creating Promapp tickets (internal workflow tool) and monitoring existing (own or from others) Promapp tickets dedicated to the Legal Dept.
- ◆ Other special assignments.



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## What you bring with you

- Completed studies in law (1st state examination) or completed vocational training as a paralegal / legal assistant or comparable qualification.
- Professional experience is an advantage.
- Interest in further training.
- Very good written and spoken German and English.
- Very good knowledge of MS Office and willingness to learn new software/tools.
- Strong interest in legal matters and related developments and willingness to learn.
- Reliable, discreet, loyal, detail-oriented, accurate, well organized.
- Pro-active, hands-on mentality, advanced communication style.
- Being trustworthy, honest, and have integrity.

## What we offer



An interesting, responsible and varied job



A modern company with a high level of innovation



An attractive salary as well as further education and training



Intensive training and support from the team



Fair working hours, flexitime



VWL subsidy



Takeover of the existing company pension scheme



Much more

## Have we aroused your interest?

Please send your detailed application (preferably by e-mail) stating your earliest possible starting date to:

**Olga Schmunk**  
**Senior Manager Human Resources**  
**[karriere@kyb-europe.com](mailto:karriere@kyb-europe.com)**