



Our Precision, Your Advantage

To support our Legal Department in Aschheim
we are looking for:

Legal Associate (m/f/d)



About us:

KYB Europe GmbH is a subsidiary of the Japanese KYB Corporation and serves the European markets. With more than 14,000 employees, the KYB Group generates an annual turnover of around USD 3.2 billion. The company is one of the world's largest manufacturers of original equipment shock absorbers. 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. KYB Europe manufactures coil springs and supplies additional mounting accessories.

Your general mission and role:

You will assist the Director Legal with day-to-day tasks including contract management, protection of corporate assets, management aimed at reducing legal risks and ensuring regulatory and contractual compliance. Your main tasks will include:

- ◆ Contract Management: Draft and review various corporate / commercial agreements, including Non-Disclosure Agreements, service contracts, sale and purchase agreements and amendments thereto.
- ◆ Legal Research: Conduct in-depth research on statutes, case law, and regulations. Analysis of complex legal issues, particularly in commercial, civil and corporate law.
- ◆ Regulatory Compliance: Monitor changes in local and international laws, ensuring the company's internal policies and operations remain compliant with regulatory requirements.
- ◆ Corporate Governance: Support the preparation and review of board materials and corporate governance documents, like corporate resolutions, board meeting minutes.
- ◆ Maintain statutory registers (for instance: Commercial Register, Transparency Register).
- ◆ Risk Management: Identify legal risks in day-to-day operations. Gather evidence, organize case files, and assist in managing disputes and litigation cases.
- ◆ Record Keeping: Maintain and organize legal databases, document repositories, and entity management systems.



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This is what we expect from you:

- ◆ A law degree successfully completed in Germany (1st State Examination) or successful completion of the 2nd State Examination in Germany, or a comparable qualification from another European country.
- ◆ Initial practical experience, e.g., through relevant placements during legal clerkship, internships, or previous work as a (research) associate at a law firm or company.
- ◆ Knowledge of commercial and civil law, as well as, ideally, initial exposure to related areas.
- ◆ Analytical thinking for rapid issue spotting, strong communication skills, and a solution-oriented, pragmatic approach to work, with high attention to detail and a commercial mindset.
- ◆ Accuracy and turnaround time for contract review and drafting.
- ◆ Ability to manage multiple tight deadlines simultaneously.
- ◆ Very good organizational skills, self-initiative, and hands-on mentality.
- ◆ Very good MS Office skills.
- ◆ Fluency in spoken and written English at a business level.
- ◆ German language skills are a plus.

This is what we offer you:



An inspiring and truly international working environment



A modern company with high innovative strength



Attractive remuneration and additional benefits as well as further training and education



Intensive introduction and onboarding to the job role



Fair working hours



VWL



Takeover of the existing company pension plan



Coffee and water in the office



Fruit in the office



Many further benefits

Interested?

Please send your application in English, preferably by e-mail, including your salary expectation and earliest possible starting date to:

Olga Schmunk
Senior Manager Human Resources
karriere@kyb-europe.com