

**JOB TITLE:** Legal Associate (Business Groups)  
**LOCATION:** UniOps Bangalore Centre

#### **ABOUT UNILEVER:**

Be part of the world's most successful, purpose-led business. Work with brands that are well-loved around the world, that improve the lives of our consumers and the communities around us. We promote innovation, big and small, to make our business win and grow; and we believe in business as a force for good. Unleash your curiosity, challenge ideas and disrupt processes; use your energy to make this happen. Our brilliant business leaders and colleagues provide mentorship and inspiration, so you can be at your best. Every day, nine out of ten Indian households use our products to feel good, look good and get more out of life – giving us a unique opportunity to build a brighter future.

Every individual here can bring their purpose to life through their work. Join us and you'll be surrounded by inspiring leaders and supportive peers. Among them, you'll channel your purpose, bring fresh ideas to the table, and simply be you. As you work to make a real impact on the business and the world, we'll work to help you become a better you.

#### **ABOUT UNIOPS:**

Unilever Operations (UniOps) is the global technology and operations engine of Unilever offering business services, technology, and enterprise solutions. UniOps serves over 190 locations and through a network of specialized service lines and partners delivers insights and innovations, user experiences and end-to-end seamless delivery making Unilever Purpose Led and Future Fit.

#### **Who we are...and what we offer**

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We're establishing three Legal Powerhouses in Bangalore, Mexico City and Barcelona, which will be an integral part of the Legal Function and provide defined, structured services to our other lawyers and to the wider business.

#### **Where this position fits-into the team:**

Part of the Unilever Legal Powerhouse – a team we're currently building, which will consist of around 50 colleagues in Bangalore

Integral part of the Unilever's Legal Function - a global operation consisting of approximately 400 lawyers and specialists

Based alongside the Uni Ops Function in Bangalore – a wider team of 1,600 that powers Unilever's compass strategy through world class business operations enabled by technology and innovation

#### **Your Key Responsibilities:**

Supporting one of our 5 Global Business Groups (Nutrition, Ice Cream, Homecare, Personal Care and Beauty & Wellbeing) Legal Teams

Conducting legal research and analysis

Support to the teams in relation to monitoring of emerging regulations

Drafting legal documents  
Maintaining accurate and up-to-date records and files  
Support departmental records / data management and retention efforts using internal technology resources  
Monitoring of lawsuits and administrative procedures  
Support to the teams in relation to control of cases, deadlines and documentation  
Submission of documents to the official entities  
Supporting the management and administration of contracts  
Simplification and innovation; supporting innovation and use of technology to simplify and improve the provision of legal services  
Engaging with and supporting other lawyers across the globe  
General administrative and office support as needed

#### Skills and Experience:

Law degree  
PQE of 2-4 years of experience practicing law in a law firm or corporate legal department.  
Strong communication skills  
Willingness and drive for process excellence  
The ability to work independently and cross functionally under pressure  
Capable with Microsoft Word, Excel and PowerPoint – including the creation of graphical presentations  
Strong communication skills in English language.  
To be a pro-active self-starter who is able to work autonomously  
Flexibility and readiness to work on a broad range of matters  
Excellent project management skills and ability to manage numerous projects simultaneously in a fast-paced environment  
Strong interpersonal skills and highly team-oriented  
Excellent written skills and attention to detail  
Being able to work and respond positively in a client-led culture.  
Ability to work with colleagues across multiple time-zones

#### Desirable

Experience of working for a large multinational and/or in a B2C business and/or FMCG business.