

JOB TITLE: Assistant Manager, Legal Operations Administration  
LOCATION: Uniops Bangalore

**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:**

- Creation of legal file records (external law firm work) in Legal Tracker or similar online tools.
- Raising Purchase Orders, helping to resolve issue around legal fee / cost billings and budgets, liaising as needed with external law firms
- Supporting legal team members with travel bookings and booking revisions, using Unilever's online travel booking systems

- Data gathering and collation – including following-up by email and calls required information
- Creating attractive PowerPoint presentations, using text and guidance provided by other legal team members
- Proof reading and basic checking work
- Diary management
- Maintaining email distribution lists and internal and external contacts databases
- Communicate and collaborate effectively with the team to anticipate and solve problems before they occur
- Organising meetings & workshops locally & abroad including booking meeting rooms, venue sourcing, defining the programme, arranging evening / team activities and logistics and ensuring technical set-up runs smoothly

#### Skills and Experience:

- Flexibility, high degree of maturity, self-confidence, and enthusiasm with strong interpersonal skills. Accuracy and speed are essential
- Great communication and organisational skills
- Attention to detail
- Ability to work with colleagues across multiple time zones and countries
- Willingness and drive for process excellence
- Can switch between multiple tasks
- Excellent written and verbal communication skills
- Capable with Microsoft Word, Excel and PowerPoint – including the creation of graphical presentations
- Experience of liaising in a multinational corporate environment will be an advantage