

JOB TITLE: Legal Associate – Company Secretaries
JOB 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.

Role purpose

- To support the Global Company Secretary Team based out of London and Rotterdam.
- Produce and file yearly annual accounts of Unilever's Dutch entities within the mandatory timeframes (circa 60 entities).
- Apply for extensions to produce the annual accounts when required.
- Treasury administrative work.
- Management of the Diligent system.

- Management of Smarter Contracting templates for proxies.

Key Skills

Relevant Experience:

- Professional qualification in Law with minimum of 3 years PQE.
- Prior experience within a Company Secretary team.
- Experience in drafting legal documentation for group companies (board and shareholder resolutions, proxies etc.);

Essential

- Proficient in the English language.
- Excellent communication and stakeholder management.
- High levels of accuracy and consistency.
- Able to prioritise and meet deadlines within specified time constraints.
- Knowledge and experience in working with Microsoft programs such as PowerPoint, Excel and Word.
- Works well in a team.
- Ability to accurately maintain legal databases.
- Ability to work with colleagues across multiple time-zones.
- 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.
- Willingness and drive for process excellence.
- Being able to work and respond positively in a client-led culture.

Preferable

- Knowledge of the Dutch language
- Experience within a consumer goods or retail environment.

Leadership Behaviors

- Execution Responsibility
- Bias for Action
- Growth Mindset
- Consumer and Customer Focus