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Glencore is one of the world's largest globally diversified natural resource companies and a major producer and marketer of more than 90 commodities. Our operations comprise around 150 mining and metallurgical sites, oil production assets and agricultural facilities - supported by a network of more than 90 offices located in over 50 countries.

We employ approximately 155,000 people including contractors and we provide people with the opportunity to develop and grow their expertise and the confidence to grow their careers.

Experienced Paralegal or Assistant Company Secretary

Corporate Service Department
Baar, Switzerland

An experienced Paralegal or Assistant Company Secretary is required to work in an in-house legal department, particularly focusing on corporate, company secretarial and antitrust support.

The role encompasses...

Corporate Service and Company Secretarial

- General corporate secretarial tasks, especially working with the Company Secretary and Deputy Company Secretary to manage the UK and JSE listings of the plc
- Lead role in administration including of group entities, filing and archiving
- Liaison with our businesses and third parties on administrative matters (e.g. outside counsel, auditors, agents, companies registries and other government/regulatory entities etc.)

Legal

- Internal management of regulatory filings and other regulatory approvals
- Assisting in drafting of legal documents
- Support for M&A and finance transactions including actioning of conditions precedent and closings
- Assistance and ad hoc project support for transactional lawyers

We are looking for candidates with:

- a legal or company secretarial education
- 5 years of experience in similar position
- English advanced level (corporate language), any other language is an asset

The ideal candidate is well-organised, flexible as to work type and hours, able to work under pressure, a good multi-tasker and a team player who has the ability to integrate and work in a multicultural team / environment.

DIVERSIFIED • DEDICATED • DRIVEN

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