



Legal Assistant / Administrator

Location: Kolkata

The LabVantage Legal team is seeking a proactive Legal Assistant/Administrator with a passion for implementing and improving processes.

### **Job Description**

- Facilitates workflows for customer contracts, with a primary focus on Europe and Asia
- Coordinates contract signature through DocuSign
- Answers process questions and proactively seeks to improve processes
- Verifies internal approvals
- Enforces company policies and controls
- Provides excellent support to both internal clients and external customers.
- Maintains electronic files
- Performs other duties, as assigned.

### **Required Skills**

- Bachelor's degree
- 3+ years of contract administration experience preferred
- Excellent English written and oral communication
- Must be flexible to meet needs of global clients operating in various time zones and to process month-end deals
- Ability to multitask and prioritize at times of high volume
- Schedule flexibility during end of month, quarter and fiscal year.
- Strong interpersonal skills
- Excellent attention to detail, time management and organizational skills
- Proficient with Microsoft Word, including redlining feature and formatting
- Expertise in coordinating signature through DocuSign



Experience with D365 and SimpliContract or another contract lifecycle management system is a plus!

This position does not include any contract drafting or negotiation.