



## Senior Paralegal

BRUSSELS

### External Description

#### *Senior Paralegal*

bpostgroup strives to create an inclusive environment with challenging projects and inspiring collaborations. With our employees at the heart of our organization, we don't believe in jobs, we believe in careers.

The Belgian Legal Team is growing and we're now looking for a Senior Paralegal who will make us move.

#### **Your mission:**

You will play a crucial and active role in the Belgian Legal Team by providing support to in-house lawyers in Belgium, by assisting with legal research, drafting documents, managing cases (complaints/litigations), and performing administrative tasks.

#### **Support litigation management for all bpost SA/NV litigation, including**

- Creation of litigation files in the litigation tool
- For routine litigations of bpost SA/NV:
  - o determine case strategy in concertation with in-house and/or external lawyer;
  - o closely monitor litigation calendars
  - o conduct legal research to support case preparation facilitating internal fact and document gathering to ensure timely transfer to external counsel
- For all litigations of bpost SA/NV:
  - o Facilitate monthly provisions reporting to Finance based on in-house counsel inputs.
  - o Monitor fee costs, and fee arrangements with law firms to ensure budgetary discipline.
  - o Provide administrative support with audit letters.
  - o Conduct the physical and electronic filing and archiving of cases and judgments
- Assist in-house lawyer with litigation and other material legal risk reporting for bpostgroup, providing amongst others litigation statistics for bpost SA/NV.

#### **Handle other day-to-day legal matters, including:**

- Proof reading of legal documentation.
- Support routine questions/complaints escalated to the Legal department (e.g. reviewing terms & conditions and other standard agreements).
- Support legal document management and implementation of legal technologies (e.g. AI).
- Support in managing deadlines and appointments.
- Support in-house lawyers with contract reviews, drafting and contract management.

## Your profile:

You demonstrate strong attention to detail, excellent organizational skills, and the ability to handle sensitive and confidential information in a high-profile, fast-paced environment.

We do not only deliver letters and parcels, but also opportunities. This job is open to all with diverse backgrounds and talents, with following skills & competences:

Familiarity with legal terminology and concepts.

Bachelor's degree; Paralegal certification is an asset.

5-10 years of experience as a paralegal.

Experience in litigation and/or contract management is essential.

Excellent written and verbal communication skills in French and Dutch, with good knowledge of English.

Strong organizational and time-management skills, with the ability to manage multiple tasks, manage multiple files at once and prioritize effectively.

Proficiency in legal research tools and software.

High attention to detail and accuracy.

Ability to work independently and as part of a team.

Ability to maintain confidentiality and handle sensitive information

Proficient in Microsoft Office Suite and legal management software.

Experience with legal tech tools is a plus.

## Our offer:

Like a long-awaited parcel, we want to make you feel welcome and valued. Our offer includes:

- Competitive monthly salary
- Meal vouchers
- Hospitalization-, group- and disability insurances
- 20 days of statutory leave and 7 additional extralegal days off
- An end-of-year and performance-based bonus and double holiday pay
- Many benefits from more than 100 bpost-partners
- A good balance between telework and office work
- A comfortable work environment in central Brussels.

## Why bpostgroup?

bpostgroup is Belgium's leading postal operator and a growing parcel & omni-commerce logistics partner globally.

With a focus on social and environmental sustainability, we aim to be a trusted guide in a changing world.

As our newest team member you will:

- Become part of the **bpostgroup team** with a unique atmosphere and culture.
- Enjoy a dynamic work environment with a hybrid model allowing for flexibility.
- Have access to continuous learning and development opportunities.
- Have a direct impact on decision-making in an international success story.
- Thrive in a leadership culture centered on visioning, sense making, innovation, and relating, empowering you to lead effectively in our forward-thinking organization.

#LI-DNI

[Find out more about bpostgroup](#)

**No match?**

[Explore other exciting job opportunities with us.](#)

**More info?**

Feel free to reach out to Sybille Bataille