

Paralegal

Who we are

The growing demand for healthy, safe and sustainable food has increasingly imposed restrictions on agricultural practices. Therefore, improving food production efficiency in a sustainable way, while safeguarding the environment and its natural resources, is essential.

We at Biotalys have the ambition to transform food protection, shaping the future of sustainable and safe food supply. We are a rapidly growing and transformative food and crop protection company developing a new generation of protein-based biocontrol solutions.

Based on our ground-breaking technology platform, we have developed a broad pipeline of effective and safe products with novel modes of action, addressing key crop pests and diseases across the whole value chain, from soil to plate. Our products combine the high-performance characteristics of chemicals with the clean safety profile of biologicals, making them ideal crop protection agents for both pre- and post-harvest applications.

Our headquarters are located in the vibrant biotech cluster in Ghent, Belgium. More information can be found on www.biotalys.com.

To strengthen our valuable team of dedicated employees, Biotalys is looking for a **Paralegal**.

Scope of your job

As Paralegal, you will become part of the IP team within Biotalys. In your role, you will support the IP team in its day to day tasks. Your main responsibilities will consist of the following:

- Managing the legal workflow within the organization, with third parties and with external counsel
- Preparing, reviewing and managing legal documents of various types, for example NDAs, MTAs, Service Agreements and Consultancy Agreements
- Managing the organization's internal legal database and filing and archiving legal documents
- Carrying out legal research on different topics
- Obtaining legalizations and sworn translations of legal documents relating to the organization for domestic or foreign use
- Implementation of new process improvements (eg. new contracts database)
- Assistance with IP Formalities matters and with Access and Benefit Sharing compliance measures

What we are looking for

- A professional Bachelor in Legal Practice (Rechtspraktijk) or an academic bachelor in Law degree or a degree in business management option paralegal studies
- You have 2 or more years of relevant professional experience in a law firm, corporate department, notary public or other relevant experience, preferably with experience of the life sciences field and intellectual property matters
- An advanced spoken and written level of English
- A high degree of computer literacy and proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook, etc.).
- Strong communication and team working skills
- Organized and focused on quality and attention to detail

What we offer

Teamwork, innovation, passion, well-being and accountability are the Biotalys' values that guide our business and that we prize when we recruit new talent and reward our employees. We strive to create an exciting and dynamic working environment in which you will be challenged to take initiative, contributing to the success of



the company. You will work in a multicultural and multidisciplinary team of top innovators in the AgFood Biotech industry who will support you to further develop and grow your personal skills. You will be rewarded with a competitive salary and benefits package.

Interested?

Are you ready to set new grounds and new standards? Please apply by e-mail and send your resume and motivation letter to jobs@biotallys.com.