

LIFE IS SHORT. WORK SOMEWHERE AWESOME.

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Legal Admin

Legal Admin (m/f/d), part-time (16h), Grambach: What do you think about a nine-to-five job? Nah, nothing for you? We think so too! PRIMUS AERO is a service provider in various fields in the aviation industry, but our focus is on private and business jets. We want to grow, not only in size but also in spirit, and this only works with the right people.

About you

- you have a degree in law, or you have 3-5 years of work experience in legal assistance
- you are fluent in English and German
- you are experienced with MS Office Programs
- you ideally have experience working with ERP systems (BMD, SAP, etc.)
- you are flexible and willing to learn

Being a Legal Admin at PRIMUS AERO involves

- organizing and storing all contracts in the company
- establishing contracts for various areas of the company
- updating the general terms and conditions regularly
- assisting with company foundations including applying for subsidies and grants
- managing trademarks and intellectual property
- coordinating with external legal advisors

Why you'll love working at PRIMUS AERO

- flexible working hours and the possibility to work from home
- familiar work climate in an attractive industry
- possibility for career development due to our current growth

Sounds interesting to you? We would love to hear from you! Remuneration is according to the collective agreement for employees in the metal industry. A higher payment is negotiable depending on your expertise and skills. Candidates must hold a valid EU work permit. To join the team, send us your CV and application to jobs@primus.aero