



JOB OFFER

Created in 2009, **ESSP** is a young and dynamic company, a **pan European service provider**, certified by EASA (the European Union Aviation Safety Agency) to deliver safety-critical services. Our mission is to operate and provide **Communication, Navigation and Surveillance (CNS)** services, among which, the main one is, the **EGNOS service** (the European Geostationary Navigation Overlay Service), on behalf of the EUSPA (the European Agency for Space).

ESSP Corporate Video: https://www.youtube.com/watch?v=u_FKtcaN8YE

ESSP Website career: <https://www.essp-sas.eu/human-resources/careers/>

In ESSP we are looking for a:

LEGAL AND CONTRACT MANAGER - (F/M)

We are looking for a **Legal and Contracts Team Manager** who will **support the set-up and negotiation together with the management, of international contracts pursuant to corporate standards. Who will animate and coordinate a team of Legal and Contracts Officers and develop the expertise to deliver its own perimeter of activities.** For these activities, we are looking for someone with at least **8 years' experience in contract management, ideally in the aeronautic, space or technological sector, and/or in BtoB (Business to Business) service contracts, with a very good level of English (minimum B2).**

Your main responsibilities/activities will be:

By handling cases and leading and coordinating the team of Legal and Contracts Officers, you will be responsible for:

- Analyze and provide recommendations for international agreements, support their preparation and drafting (letters of intent, consortium agreements, service contracts, non-disclosure agreements, memoranda of understanding, cooperation protocols, etc.) both for purchases, sales and collaborations (including Bid),
- Conduct complex, even critical, legal analysis in autonomy or with a limited support and define and propose corresponding actions plan;
- Collaborate with all ESSP functions (Bids, Procurement and various ESSP Unit) to understand their need in legal and contractual support and provide answers by being proactive with an added value to help in contracts negotiation,
- Coordinate legal and contractual activities with external service providers (lawyers, consultants, etc.) when subjects require it,
- Coordinate cross-functional activities and processes,
- Provide support for customer relations and satisfaction,
- Advise/Train internal customers to ensure compliance with contractual and legal obligations,
- Provide internal advice, with the aim of becoming the company's reference, for legal compliance issues relating to the company's commitments. This concerns in particular the subjects of Export Control, Intellectual Property Law, Personal Data Protection,
- Ensure corporate legal matters, as well as the coordination and management of Insurance files,
- Ensure regulatory monitoring for subjects relating to Corporate Law, Contract Law, Export Control, Intellectual Property Law, Insurance, Personal Data Protection,
- Ensure regular communication and coordination with the Finance team,
- Regularly participate in risk/opportunity reviews. Be a stakeholder in audits (internal and external) and in the resolution of non-conformities and observations, for everything relating to the contract management process,



- Propose and implement improvements in the organization of the function, in terms of processes and tools. Be a driving force in the continuous improvement process, in order to support the growth of the structure. Introduce innovative solutions (AI, contract management tools, etc.),
- Take charge of any task necessary for the proper functioning of the department.

PROFILE:

- Technologies interest, curiosity
- Rigor, determination, real autonomy
- Writing and oral ease
- Analytical mind, ability to step back and provide solutions
- Very good communication and negotiation skills
- Strong interest in teamwork and ability to foster a collaborative spirit
- A good level of Spanish would be a plus
- Proficiency in Microsoft Office pack
- Contract laws (advanced)
- Corporate laws (advanced)

JOB SPECIFICATIONS:

Degree or Master II degree in Laws
Available for **punctual travels** mainly in Europe
Ideally, an experience in team management

HUMAN RESOURCES

Recruitment process:

- **1st interview** is held by the direct manager of the position you applied for (technical interview)
- **2nd interview** is held by HR Unit

Remuneration package:

- **Variables:** bonuses based on objectives
- Profit-sharing
- **Teleworking:** up to 2 days/week
- **Tickets Restaurant (card)**
- **Family Health Insurance**
- **Sustainable Mobility Package:** Home/Office travels reimbursement if car sharing or bicycling
- Reimbursement of **75% of public transport** subscription

Please send your application file only by e-mail to the following address: recrut@essp-sas.eu

Job Location: Toulouse (France)

Type of Contract: Full time / Permanent

ESSP is committed to cultural diversity, gender equality and the employment of disabled workers.