



### Career with a purpose

**Fresenius Medical Care – Creating a future worth living. For patients. Worldwide. Every day. More than four decades of experience in dialysis, innovative research, the global leader in dialysis services and products – that is Fresenius Medical Care.**

### **Paralegal/Legal & Compliance Support (80-100%)**

In this role you will provide general administrative, organizational and daily business support to our Head of Legal & Compliance Switzerland.

#### **Your Assignments:**

- You conduct legal research, update general terms & conditions and contract templates
- You support business with legal questions and contract negotiations
- You support systematization and improvement of legally substantial processes
- You support business with non-complex compliance questions and are responsible for monitoring/tracking of compliance projects
- You support compliance initiatives, prepare trainings and presentations
- You will perform regular monitoring tasks deriving from the Compliance Program, e.g. regular testing, review of transactions, documents and preparation of regular reports in specific reporting tools
- You actively support Third Party Management and related Due Diligence processes (OnBoard), and act as point of contact for local business

#### **Your Profile:**

- University degree as commercial lawyer (Bachelor of Law or equivalent) or Paralegal (CAS), with long-term professional experience
- Relevant experience in an internationally/global acting enterprise or in an international law firm
- Good knowledge in contract, IT, and commercial law
- Project management skills highly desired
- Analytical and systematic approach and a structured, precise working style
- Team player with a "hands on" mentality
- Used to work independently, take ownership and accountability
- Fluent in German, English, & ideally French and/ or Italian language skills

#### **What to expect?**

An interesting and responsible task in an exciting environment in the service of health. A motivated team in a successful solid company structure with good prospects for the future.

Have we awakened your interest?

Please send your complete documents by e-mail to [personal.fmc.ch@fmc-ag.com](mailto:personal.fmc.ch@fmc-ag.com) and indicate your earliest starting date.

You are assured of absolute discretion.

**Fresenius Medical Care (Schweiz) AG, Aawasserstrasse 2, 6370 Oberdorf**