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**MR. MEN
LITTLE MISS.**
EST. 1971

“Small Gift, Big Smile.” It’s more than just a catchy phrase; it’s the foundation of everything we do, and we’re proud to say we’ve been creating smiles for 60 years.”

Best known for global icon Hello Kitty, Sanrio has a portfolio of more than 400 characters, including characters like Gudetama and Aggretsuko and the much-loved Mr. Men Little Miss family. We design and license a unique collection of branded gifts, stationery and fashion accessory items while collaborating with the most respected companies in the world.

Our EMEA business coordinates the development of licensing throughout Europe, Russia, Middle East, Africa, India and Oceania and worldwide for Mr. Men Little Miss.

An exciting opportunity has come up to support our Legal team on a fixed term basis at our office just outside Hamburg and work as

Assistant to the Legal Department (m/f/d)

Your Responsibilities

- Support the General Counsel in drafting licensing agreements by taking on preliminary and refinishing tasks
- Independently process and draft non-disclosure agreements, confirmation letters, etc. based on templates
- Correspond with national and international licensees
- Take ownership of deadline management and contract administration
- Conduct research of trademark registers



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Our Requirements

- Qualification as a paralegal, office clerk or administrator
- Relevant professional experience in a similar position is a plus
- Strong communication skills in English, both oral and written
- MS Office skills (Word, Excel, PowerPoint)
- An analytical and process-oriented mindset
- Conscientious way of working, commitment and organisational skills
- Able to work independently and result oriented
- Collaboration and team spirit
- Enthusiasm for working in an international business environment

What we offer

- Work for a fun and well-known brand
- Mentoring and career development
- A simple reporting line
- Become part of a friendly team in a good working atmosphere

If you are interested in this fantastic opportunity and would like to find out more please contact us via email and send your motivation letter as well as your CV to Maya Preuß at careers@sanriolicense.com. We look forward to hearing from you!