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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 over 60 years.”**

Best known for global icon Hello Kitty Sanrio has created and licensed over 400 characters throughout the past 61 years. It is indeed not only home to superstar Hello Kitty, but a global brand concentrating on marketing classic characters like My Melody, Kerokerokeroppi, Bad Badtz-Maru, Little Twin Stars, Cinnamoroll, Pompompurin, Gudetama, the new entry Aggretsuko and the British icons Mr. Men Little Miss. Sanrio today joins forces with the most respected companies in fashion, streetwear, cosmetics, hi-tech and toys. Its business extends into the entertainment industry and includes the operation of several theme parks. Sanrio boasts an extensive product lineup, which is available in over 130 countries around 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. Sanrio GmbH is a subsidiary of Sanrio Co. Ltd. in Tokyo with its registered office in Wentorf near Hamburg (Germany) at which an exciting opportunity has come up to support our Legal team as

## **Paralegal / Legal Assistant (m/f/d)**

### **Your Responsibilities**

- Support the General Counsel in drafting licensing agreements by taking on preliminary and refining 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 [careers@sanriolicense.com](mailto:careers@sanriolicense.com). We look forward to hearing from you!