

Paralegal Officer

Aphea.Bio is a leading R&D company that is dedicated to food security and ensuring a safe and healthy food chain. We aim to provide novel science-based solutions to build the agriculture of the future: sustainable, reliable, and profitable. Aphea.Bio focuses on the exploitation of natural, beneficial interactions that occur between microorganisms and plants. We discover and develop new biology based agricultural products for crop protection and crop improvement, hence shaping a more sustainable agriculture.

Aphea.Bio is **based in Gent, Belgium** embedded in the largest European Agro-Biotech valley.

We are looking for a **Paralegal Assistant** to provide vital support to our legal, finance and HR department in various aspects of legal research, document preparation, and administrative support. Your role will be instrumental in ensuring the smooth operation of our legal processes and compliance with industry regulations.

Main responsibilities:

- **Legal Documentation:** Prepare, review, and organize legal documents, such as patents, contracts, regulatory filings, compliance reports, HR contracts and financial analysis.
- **Intellectual Property:** Assist in patent and trademark filings, maintenance, and record-keeping to protect the company's intellectual property rights.
- **Research:** Assist in conducting legal research related to biotechnology laws, regulations, and industry-specific legal issues.
- **Compliance:** Assist in ensuring the company complies with relevant regulations and industry standards, including FDA regulations for biotech products.
- **Contract Management:** Help with drafting, reviewing, and managing contracts, including research collaboration agreements, licensing agreements, and vendor contracts.
- **Administrative Support:** Provide administrative support to the legal and IP department, such as maintaining legal records, scheduling meetings, and managing correspondence. Organize and prep events such as board meetings and trainings.
- **Data Management:** Maintain and organize legal databases and documentation systems.
- **Communication:** Communicate with internal stakeholders and external legal partners as needed.
- **Confidentiality:** Maintain strict confidentiality of sensitive legal information.

Qualifications & Experience:

- Bachelor's degree in paralegal studies, legal studies, or a related field.
- Prior experience as a paralegal assistant or legal assistant is preferred.
- Knowledge of biotechnology regulations and intellectual property practices is a plus.
- Proficient in legal research methodologies and familiar with legal databases.
- Strong organizational skills and attention to detail.
- Proficiency in legal research and document management software.

- Excellent communication and teamwork skills.
- Ability to handle sensitive and confidential information with discretion.

If you are a proactive and motivated individual with a passion for the biotech industry and a strong interest in legal support, we encourage you to apply for this exciting opportunity!

Please submit your resume and cover letter highlighting your relevant experience to sarieh.ghorbani@aphea.bio and Veerle.vancleemput@aphea.bio.