

Join our team!

Paralegal /Legal team support

Turnhout, Belgium

Calling legal talents!

i4F is looking for a motivated legal team support / paralegal to support its day-to-day operations. Are you the ambitious, analytical, dedicated and flexible team player we are looking for? If you're intrigued to join i4F, eager to learn and to take on a wide range of responsibilities in a fast-growing international company, then apply now.

About us

i4F is a global innovations group, focused on patents and technologies that revolutionize the flooring industry and beyond. Our vision is to enhance where people live, work and play with ingenious technologies from the floor upwards, through technological excellence, meaningful innovation, and human partnerships.

We believe that even the smallest innovations have the potential to transform not just products, but the lives of the people that use them. It's why we own and represent more than 3.000 patents and technologies. And it's why we continue to develop more, both independently and with our partners.

We work together with the world's leading producers and innovators to develop powerful, future-driven solutions for the flooring industry and beyond. Our technologies are divided into six clusters: drop-lock, surface finishing, digital printing, board composition, wall and ceiling as well as sustainable process technologies. We're experts, specialists, dreamers, and doers. We're entrepreneurs at heart with a shared passion for meaningful innovations.

Our unique and highly successful business model requires high-potential people. i4F is the winner of multiple awards. The company has been awarded by Deloitte as one of the world's Best Managed Companies (BMC) for two consecutive years (2020/2021 & 2021/2022) and also won the 2020/2021 Excellence Award for Strategy. i4F has people and offices in Belgium, China, Vietnam, and the United States.

About the role

Being an active member of the legal team and providing support in a collaborative and cohesive manner

Ensuring legal documentation and workflows of i4F are properly concluded, maintained and managed

Job duties & Responsibilities

- Support in drafting, amending and cross checking various legal documents;
- Conducting legal research, compliance and litigation support;
- Obtaining licensee target background checks and following-up on the whole licensing cycle including reporting to international teams;
- Conducting other legal formalities as required (legalizations, notarial deeds, etc.);
- Preparing various presentations to update the group on all legal activities;
- Managing the legal and patent documentation signature process;
- Maintaining the data and contract management system and software (organizing and filing of documents) (including by working closely with our Asian and US teams);
- Calendar management.

About you

- You are a paralegal, an experienced legal administrative assistant or are studying to obtain a law degree;
- You are at ease working with MS Office and with learning to work with new software;
- You are rigorous, organized, autonomous, with excellent interpersonal and communication skills;
- You have team spirit and are able to work on various projects simultaneously in a fast-paced environment;
- You are open and comfortable in an international, multicultural organization/environment;
- You are comfortable with speaking and writing in English;
- You are available for a minimum of 16 hours per week.

Work environment

- We are a global, yet lean group of people where each individual matters;
- We are based in Turnhout Belgium in a newly built HQ with state of the art R&D facility.

What we offer

- A competitive compensation and benefits package in line with the market for this position;
- An international working environment;
- The chance to join a unique and very fast-growing company;
- To be part of a global yet lean group of people, where each individual matters;
- Space for personal input, initiatives, and growth.

Let's find out if we click!

Please send your application (CV and motivational letter) to "HR@i4f.com" specifying the job title as the subject "legal team support". Applications close mid-May 2023.