



RSB
Roundtable on
Sustainable Biomaterials
www.rsb.org

ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

WE'RE HIRING: **LEGAL OFFICER**

Position type: Full-time Permanent (Part-time possible)

Location: Home-office based, located in Geneva, Switzerland or Germany

Start Date: TBD

Application Deadline: Ongoing until filled

Are you ready to join a team of passionate, energised, and supportive individuals dedicated to advancing the transition to a sustainable and circular bioeconomy?

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated, detail-oriented, and experienced in-house paralegal to support the RSB team as our **Legal Officer**, an ideal position for an individual interested in furthering an international career in an organisation focused on sustainability and industry transformation.

About Us

Our small and dedicated team of committed professionals works on a global scale to develop solutions to some of the world's biggest challenges. We operate remotely, situated in many countries around the world with a strong, collaborative working environment fostering professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within the diverse range of organisations in our stakeholder base.



The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy based on our best-in-class sustainability framework. Frequently noted as industry leaders in navigating the complexities of supply chain sustainability, we take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials, and shipping, among others. For more information, visit www.rsb.org

Your Role

As RSB's Legal Officer (Paralegal), you report to and support the RSB Executive Director with all legal matters and liaise with specialised law firms and RSB stakeholders internationally:

- You maintain legal compliance with systems and infrastructure, including GDPR and HR, in collaboration with the Finance & Administration Manager, designing and developing process and implementation improvements, and serving as point of contact and coordinator for related activities.
- You draft and review legal documents including proposals, MOUs, NDAs, and contractual agreement documents concerning partnerships, sponsorships, consultants and employment.
- You support the RSB Team with related project tasks, as required, through problem-solving and innovative thinking.
- You serve as the point of contact for external legal firms and specialised law firms internationally, managing correspondence and invoices.
- You work with external resources to identify changing laws and practices, new legal trends, and developments relevant to the RSB, to keep the Executive Director and organisation informed and compliant.
- You champion legal topics and best-practice throughout the organisation, attending meetings and discussions, preparing presentations, and providing insight, clarifications, and context.

About You

This is what RSB values in you:

- You have a bachelor's degree and 5+ years of experience working as a legal assistant or paralegal in a law firm or in-house legal department with at least 2+ years' experience in an in-house legal department a benefit.
- You have work experience with GDPR Compliance.
- You have a Paralegal Qualification Certificate, or similar. Successful bar exam in Switzerland or Germany is not required.
- Working for a sustainability organisation energises you and you are dedicated to RSB's mission to enable a sustainable, bio-based and circular economy.
- You pay great attention to detail and bring strong planning and forward-thinking capabilities.
- You have strong organisational skills, time management skills, verbal and written communication and interpersonal skills, with a strong attention to detail.
- You possess excellent written and verbal communications skills in English, French and German.
- You are familiar with Office 365 programmes, Adobe Acrobat, Salesforce, and other digital tools such as Asana, Guru or Zoho.

Why Work With Us

Join a small, dedicated, and multicultural team of professionals committed to building a brighter future for people and planet.

Our Benefits

- Competitive salary
- Excellent holiday provision with 30 days annual paid leave
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working in home-office with periodic in-person team meetings
- Professional development opportunities

Important Information

- **Location:** Home office-based in Geneva, Switzerland or Germany. Regional and global travel will be required from time to time for team meetings
- **Full-time,** Part-time possible
- **Start Date:** As soon as possible
- **Duration:** Permanent

How To Apply

1. Provide a **Cover Letter** describing why you wish to work with us, and why you are the right fit.
2. Provide your **CV**, no more than 2 pages please.
3. Email your application to Sam Hansen, RSB's Finance & Administration Manager, at sam.hansen@rsb.org with the subject line, "Legal Champion".