

As one of the world's leading energy companies, Shell has a key role in helping to meet the growing energy needs of the world in an economically, environmentally and socially responsible manner. The company employs approximately 86'000 Shell employees in over 70 countries

The Shell companies in Switzerland are engaged in the transport, distribution, storage, marketing and sale of fuels and lubricants, bitumen and other products required to meet the energy needs of the industry, commerce and private households in Switzerland. Swiss Shell companies are also owners of Shell trademarks, licence these worldwide internally and externally, actively engage in Shell brand building and developing activities and the captive insurance company, a large Swiss regulated insurer, provides insurance and reinsurance for both life and non-life risks of the Shell Group.

For the enforcement of the internal Legal Team in Switzerland as at 1st October 2021 or earlier as otherwise agreed upon we are searching for a

LEGAL COUNSEL

This position requires a pro-active and motivated individual who enjoys working within a small team but also on its own. The successful candidate should have the ability to work in various fields of law. The position requires a commercial mindset, a pragmatic approach and strong communication and interpersonal skills to provide hands-on legal support to the business and to people at various levels. The successful candidate must have good and proven problem-solving, analytical and negotiation skills and a mindset for continuous improvement to support the business in the energy transition and the customer-carbon-cash strategy for Switzerland.

This role is particularly accountable for the following:

- Providing legal support relating the day-to-day business of the Shell Affiliates and Joint Ventures based in Switzerland.
- Finding workable and cost-effective solutions while evaluating risks meeting the needs and priorities of the business.
- Providing legal support to the contracting & procurement organisation relating procurement contracts for Shell Affiliates in Switzerland.
- Participating in major projects, e.g. M&A projects, corporate re-organisations, comprehensive product and marketing campaigns, etc.
- Drafting contracts, legal memos and all sorts of other legal and corporate documents as well as participating in negotiations of contracts.
- Providing legal advice to Shell Affiliates based outside of Switzerland in the context of Swiss legislation.
- Acting as company secretary of certain of the Shell companies in Switzerland, and in this capacity manage board and shareholder meetings, maintain and update corporate records, corporate governance policies and guidelines.
- Focusing on legal and corporate compliance, and supporting
 the Swiss Shell companies and their employees in compliance matters, also providing compliance trainings for Shell
 employees in important compliance matters, such as antitrust, anti-bribery and -corruption, data protection, export
 controls and sanctions, company directors' duties.
- To control a secure records management system including controls of the proper filing of all documents in electronic and paper form.
- Supporting the Shell Litigation Organisation.
- Acting as a back-up to the Head of Legal Switzerland.

In addition to the foregoing, the successful candidate:

- Holds a Degree in Law (M Law / lic.iur.) of a Swiss university
- Swiss Bar exam
- Has a minimum of 5 years working experience with a law firm and/or a major national and/or international company in the area of Swiss law
- Demonstrates excellent knowledge of German and English, spoken and written, including good drafting skills
- Has knowledge (spoken and written) of French and/or Italian
- Is an excellent team player with ability to work efficiently with little supervision

Shell's offer to you

You will find a many-sided, multifunctional, interesting and challenging opportunity to enhance your know-how and further develop your professional career in a multinational company. Furthermore, this position offers flexible working times and attractive conditions of employment. Part-time applications (50-60%) for job sharing will be considered.

Interested? Please send your application by e-mail in English to Manuela Studer, HR Manager at:

BewerbenSwitzerland@shell.com.

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http://www.shell.ch