

Paralegal

Huntsman have a new opportunity for a Paralegal to support our corporate and commercial Paralegals based in Everberg.

As a Paralegal, you will mainly work with our Senior Paralegals based in Everberg, on corporate and commercial matters for Huntsman entities located in the EMEA region.

Additionally, as the Paralegal, you will:

- Assist with the corporate governance and management of all Huntsman entities located in the EMEA region.
- Maintain, update and organise Huntsman's corporate databases.
- Work with local outside counsel in various jurisdictions to prepare minutes, resolutions, powers of attorney, secrecy agreements and other legal documentation.
- Work with service providers to obtain corporate documents including certificates, translations and legalisations.
- Handle NDA agreements and approval process in our contract management database for NDA and work with the commercial counsels and commercial paralegal on smaller commercial agreement work.
- Become a specialist in Aptus database and manage the access for PU and PP EAME business people.
- Coordinate the amendments and extensions to NDA's and other projects.
- Organising and preparing materials for annual general meetings.

Requirements:

- Preferably have experience as a corporate or commercial paralegal.
- A Paralegal diploma or equivalent.
- Strong organisational skills and attention to detail.
- Ability to prioritise and manage multiple projects simultaneously, in a fast paced and challenging environment.
- Strong verbal and written communication skills in English, with Dutch being beneficial.
- Proficient with Microsoft Office
- Experience with entity management databases is an advantage.

About Huntsman:

Huntsman Corporation is a publicly traded global manufacturer and marketer of differentiated and specialty chemicals with 2017 revenues of approximately \$8 billion. Our chemical products number in the thousands and are sold worldwide to manufacturers serving a broad and diverse range of consumer and industrial end markets. We operate more than 75 manufacturing, R&D and operations facilities in approximately 30 countries and employ approximately 10,000 associates within our four distinct business divisions. For more information about Huntsman, please visit the company's website at www.huntsman.com.

We welcome your online application on www.huntsman.com/careers. For more information

you can contact:

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