

AMADEUS IT GROUP

Puesto: LEGAL ARCHIVE GRADUATE

Nº Plazas: 1

Jornada: completa

Localidad: MADRID

Fecha prevista de inicio: Julio 2022

SUMMARY OF THE ROLE

AS A LEGAL ARCHIVE GRADUATE, YOU'LL BE HELPING WITH INFORMATION MANAGEMENT BY UPDATING DATABASES, REVIEWING DOCUMENTS, AND RESPONDING TO USERS' REQUESTS. YOU'LL ALSO LEARN HOW TO EVALUATE, SELECT, AND ARRANGE MATERIALS SO THAT IT CAN BE ORGANIZED AND CASCADED TO RELEVANT ENTERPRISE STAKEHOLDERS.

THIS ROLE IS PART OF THE LEGAL OPERATIONS TEAM WHO'S RESPONSIBLE FOR MANAGING THE ARCHIVE OF CONTRACTS SIGNED WORLDWIDE AND DEDICATED TO MAKING IT ACCESSIBLE TO A WIDE RANGE OF AMADEUS USERS IN A COMPLEX ENVIRONMENT.

IN THIS ROLE, YOU'LL

- SUPPORT THE CLASSIFICATION OF CONTRACTS AND RELATED DOCUMENTS TO ENSURE STANDARDIZATION OF THE PROCESS, INCLUDING THE MANAGEMENT OF PHYSICAL ARCHIVES
- DIGITIZE CONTRACTS BEFORE FILING THEM, PROCESS THEM WITH OCR (OPTICAL CHARACTER RECOGNITION) IN ORDER TO DEVELOP AND IMPLEMENT AN EFFECTIVE FILING SYSTEM
- STORE AND PRESERVE DOCUMENTS, ADDING NEW RECORDS TO THE DATABASE WITH THE METADATA TO HELP RETRIEVE THE INFORMATION IN THE FUTURE
- RESPOND TO REQUESTS FROM USERS AND BUILD NECESSARY SKILLS TO PROVIDE EXCEPTIONAL SERVICE AND SUPPORT
- DEVELOP GREAT DATABASE SKILLS SUPPORTING DIFFERENT TEAMS TO MANAGE CONTENT AND ACCESS TO INTERNAL SITES
- COLLABORATE WITH LEGAL KNOWLEDGE TEAM, OTHER LEGAL COUNTERPARTS, AND VARIOUS BUSINESS UNITS

ABOUT THE IDEAL CANDIDATE

- DO YOU HOLD A UNIVERSITY DEGREE IN LIBRARY AND INFORMATION SCIENCE OR KNOWLEDGE MANAGEMENT?
- HAVE YOU PREVIOUSLY WORKED WITH DOCUMENT MANAGEMENT DATABASES (E.G. ORACLE WCC)?
- ARE YOU PROFICIENT IN ENGLISH (BOTH VERBAL AND WRITTEN)? WE'RE A TRULY INTERNATIONAL COMPANY IN WHICH ENGLISH IS THE OFFICIAL LANGUAGE.
- DO YOU HAVE STRONG ORGANIZATIONAL SKILLS WITH A HIGH ATTENTION TO DETAIL?
- ARE YOU FLEXIBLE AND ABLE TO WORK IN A MULTICULTURAL ENVIRONMENT?

WHAT WE CAN OFFER YOU

- BE PART OF A DIVERSE TEAM OF 16,000+ PROFESSIONALS
- WORK AT ONE OF THE WORLD'S TOP 15 SOFTWARE COMPANIES
- EXCITING OPPORTUNITIES FOR PROFESSIONAL AND PERSONAL GROWTH
- COMPETITIVE COMPENSATION INCLUDING A GENEROUS VACATION PLAN

APPLICATION PROCESS

CREATE YOUR CANDIDATE PROFILE IN OUR SYSTEM AND UPLOAD YOUR RECENT RESUME! ONCE YOU'VE APPLIED, YOU'LL RECEIVE FEEDBACK WITHIN 15 DAYS.

ARE YOU READY TO KICK OFF YOUR CAREER WITH US? APPLY NOW!

[HTTPS://OPPORTUNITIES.JOBS.AMADEUS.COM/JOB/MADRID-HEADQUARTERS-LEGAL-ARCHIVE-GRADUATE/801124801/](https://opportunities.jobs.amadeus.com/job/madrid-headquarters-legal-archive-graduate/801124801/)

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Orientación
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