



calame

WE ARE OFFERING
AN
INTERNSHIP
IN
LEGAL OPERATIONS



JAN – JUN
OR
JUL – DEC
2024

calame

INTERNSHIP OFFER

LEGAL OPS

At Calame, we enable Legal Departments to move from reactivity to proactivity, through **Legal Operations**.

January - June 2024
OR
July - December 2024

REQUIREMENTS

The Calame team is looking for someone passionate about innovation and optimization, who will be able to assist us on our projects.

An ideal candidate's profile:

State of mind

Efficiency, positivity, dynamism, proactivity, open-mindedness, flexibility, agility, creativity and foresight.

Approach

We want to work with problem-solvers! A focus on human interactions, is key, along with attention to detail, and a strong inclination towards optimization.

Interpersonal skills

Empathy, emotional intelligence, humility, working well with others.

Technical skills

Excellent written and oral communication, proficiency in English (other languages a benefit, particularly French). Office suite expertise is necessary, and general familiarity with productivity tools such as Notion is a bonus. Experience with visual tools such as Canva also appreciated.

JOB DESCRIPTION

As an intern within our team, you will work closely with our experts on exciting projects. Your tasks will include:

Process Optimization

You will design workflows and processes for our clients, enhance our current internal processes, and propose organizational optimizations.

Digital Transformation

You will research digital tools, conduct comparisons, explore legaltech solutions, and participate in digital transformation by implementing various solutions.

Project Management

You will help to establish and track **Legal Ops** roadmaps, assist in executing to a plan, and you will participate in discussions with stakeholders. You will also contribute to the implementation of knowledge management tools.

Enhancing the legal function

You will develop communication plans for the legal department, create innovative materials, and generate content to promote legal culture.



HOW TO APPLY

We do **NOT** want your CV:

Simply explain to us why **Legal Operations** interest you and why you are the right person to work at Calame! Bonus points for an unusual application!

Send your **application by email to:**

candidatures@thelegalopscompany.com

▶ Please specify the job title **in the email subject line**, along with your earliest availability.

Internships are available for both semesters of 2024.

Remuneration based on qualifications and experience.

We work in offices located in **the very heart of Paris:**

12 rue Vivienne, 75002 Paris

Home office one day per week, plus all summer.

ABOUT CALAME

Our mission?

✦ **making Legal shine** ✦

We provide Legal Departments with the human, material, and technological resources they deserve through **Legal Operations**.

Concretely, we assist legal departments of large corporations and unicorns in streamlining their daily operations, whether through the implementation or simplification of processes, the adoption of new digital tools, or the enhancement of existing tools within the Group that have not yet been optimized for the Legal Department.

OUR VALUES

Priority to our clients' interests

Independence is at the core of our values, which means we do not receive any referral commissions.

Reliability above all

Legal departments are asked to keep up with the pace of business? We apply the same responsiveness by your side.

Distributed responsibility

We are all in the same boat. Our team is united around the same goal, and we provide everyone with the means and the opportunity to contribute to it.

Shared and mutual support for the community

We are committed to bringing together the **Legal Ops** community in France. That's why we have contributed to the creation of the **Legal Ops Uncensored** community.

OUR CLIENTS



calame

makingLegalShine.com