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## Title: Legal and Compliance Manager: [DACH]

Location: EMEA region, Sub Region: [Austria, Germany Switzerland]

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### Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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### Position Overview

The Legal and Compliance Manager supports the General Counsel on compliance and contract matters for the sub-region. This position plays a critical role in the company's integration process across EMEA, and will be fundamental in coordinating regional contracts and compliance functions. As the region expands, it will involve managing a team of Legal and Compliance Assistants.

From a contracts perspective, this role will support contract unification and alignment projects across the regions, and build expertise in drafting and negotiating all contracts, including MSAs, ensuring terms and conditions are compliant with local laws.

From an external operational perspective, the Legal and Compliance Managers will support the external facing departments such as Sales, Client Services and HR/Employee support, developing their knowledge to enable the provision of fast-paced advice on all areas of labor laws. The Legal and Compliance Managers will help create the 'go-to' team in relation to all aspects of the sub regional knowledge required to support front-facing departments, providing advice on issues such as mandatory local requirements, termination processes, compensation and pay related enquiries, statutory obligations and benefits.

From an internal operational perspective, the Legal and Compliance Managers will assist the General Counsel in researching and disseminating to the wider business all aspects of compliance from a sub-regional regulatory perspective, and will develop company understanding around matters such as corporate labor-leasing registration applications and renewals, employer federation memberships, corporate governance, policies and procedures such as anti-corruption and bribery, anti-money laundering and anti-modern slavery, data protection, immigration and health and safety.

### Primary Responsibilities include (but are not limited to):

- Drafting and negotiating contracts pertaining to the sub-regional jurisdictions and MSAs
- Support the alignment, unification and automatization of the contract template process
- Helps to research and monitor the changing regional regulatory environment, assess and impart the impact on the organization
- Builds up personal compliance knowledge to be in a position to act in an advisory capacity to the internal and external business functions
- With support from the VP of Training, train and educate internal staff on sub-regional legal, contract and regulatory matters
- Supports and helps with the creation of and maintains, a full suite of multi-jurisdictional employment law know-how including the precedent system, checklists, termination processes and knowledge bank
- Continuously monitors legal practices and developments, and legislative changes

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- Where applicable, helps research elements to create multi-jurisdictional salary calculation formulas
- Helps to create/maintain department policies, procedures and documentation impacting the sub-region, relating to regulatory laws such as anti-corruption and bribery, whistleblowing, anti-modern slavery
- Draft blogs and white papers in relation to areas of interest for marketing
- Supports the creation of an EMEA wide compliance calendar
- Supports the General Counsel manage litigation and external counsel relationships
- Develops confidence to attend meetings to support the external employee support teams with difficult and challenging contractor issues such as terminations and disciplinary issues
- Develops confidence to attend meetings with clients to explain and impart compliance issues
- Helps the General Counsel support the new solutions implementations team and ad-hoc projects

### **Skills and Experience**

- Excellent written, verbal and interpersonal communication skills
  - Enthusiasm and desire to develop expertise in sub-regional matters of contract and compliance
  - Willingness to learn and understand sub regional data protection rules and help implement policies and procedures
  - A confident approach, with the ability to provide clear direction to colleagues and stakeholders
  - Gravitas to impart and explain compliance elements of contracts to business and clients
  - Demonstrates an ability to prioritize a challenging workload and act with urgency, delivering to multiple, sometimes tight, deadlines
  - A collaborative approach to working with a range of stakeholders across teams, divisions & locations
  - Results driven, with a strong sense of accountability
  - A proactive, positive, self-motivated, organized approach, able to navigate and simplify complexity
  - Aspires to work collaboratively with other sub-regional teams in a supportive environment and develop an understanding of legal and compliance matters across the broader EMEA region, creating a collegiate and positive working environment
- Motivation to build and lead a team over time striving for excellence

### **Education and Qualifications**

- 2-3 years' experience drafting and negotiating labour law contracts, MSAs and employment documentation, and/or acting in an advisory and research capacity relating to compliance, labor and regulatory laws and global mobility
- Fluency in at least one of the languages spoken within the sub-regional jurisdictions and proficient spoken and written English essential.
- Background demonstrating analytical research, drafting, and advisory skills
- Ability to demonstrate willingness and enthusiasm to engage with new subject matters and tasks and act autonomously to develop personal understanding of such matters

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers. In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.