



Commercial Contracts Advisor

Permanent/Full Time

Do you have a keen eye for spotting errors in legal text? Are you looking to embark on a legal career within a commercial business setting? Are you a self-starter with the ability to work at pace?

The 2M Group of Companies are looking for a legally minded individual to join our friendly and dynamic offices based in Runcorn, Cheshire. However, location is flexible and candidates local to Yorkshire are encouraged to apply as there is the option to work from our Leeds office.

This is an exciting and brand-new opportunity to make your mark and support the continued growth of our commercial businesses.

What you'll be doing...

Reporting to the Group Strategy and M&A Executive, you will be responsible for coordination and execution of all legal contract enquiries across the Group, including:

- Oversee all inbound contract requests from internal stakeholders
- Draft, review, distribute and monitor contracts, agreements, and legal documents
- Manage, coordinate and develop relationships with external lawyers and legal advisors
- Implementation of contract policies and procedures to ensure legal compliance and risk management
- Organise and manage legal filings and documentation
- Construct and update standard contracts templates
- Keep up to date with legal contract requirements, laws and regulations in relevant areas

Your background...

Must have...

- Excellent communication and presentation skills
- Fantastic writing skills
- Strong professional integrity
- Accountability
- Attention to detail, with an ability to spot errors
- Ability to handle multiple assignments and manage priorities effectively
- Practical decision making under pressure

Nice to have...

- Bachelor's degree in law or relevant field
- Knowledge of legal contract requirements
- Experience with digital signature software e.g. DocuSign, Adobe Sign, etc.
- Experience with help desk software e.g. JIRA, Zendesk, Salesforce, Slack, etc.
- Knowledge of the chemicals/industrial sectors
- Experience in company secretarial work

What we can offer you...

- Office based with some home working
- Based in Runcorn, Cheshire or Leeds, West Yorkshire
- Flexible working around core hours of 9am – 5pm
- Career development opportunities
- Generous holiday allowance with buy/sell holiday scheme
- Mental and physical wellbeing initiatives
- Volunteering days

A bit about us...

Maintaining a portfolio of Material & Life Science companies, the 2M Group of Companies is committed to delivering chemistry-based solutions for a better life today and a better world tomorrow.

2M Group is headquartered in the UK with customers in over 90 countries. We have established a strong presence as market leaders in the chemical industry since our formation in 2004.

We are a friendly team with an innovative culture that works together to get things done. We trust everyone equally and fairly and encourage our people to be truly creative and think outside the box.

Sound like a good fit? email recruitment@2m-holdings.com to apply