

**NETFLIX**

# Coordinator, International Originals - Legal

**BEVERLY HILLS, CALIFORNIA LEGAL FULL-TIME**

## **The Opportunity:**

Netflix's International Originals team is seeking an experienced Coordinator who will provide support to the Business & Legal Affairs team. The successful candidate will have some prior experience in a business affairs and/or legal setting, and will be self-motivated, quick-thinking, flexible, and able to juggle multiple and diverse responsibilities with a strong emphasis on organization and an unwavering attention to detail. This is a demanding and fast-paced role with growth potential that requires curiosity and significant initiative. S/he will report to a Senior Counsel, International Originals.

This is an opportunity to be part of a public company with a great consumer brand and to help Netflix shape the future of entertainment.

## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Creating, updating and tracking spreadsheets with deal terms, options, and credits;
- Scheduling (including calendar management and booking of travel);
- Managing, maintaining, and updating all forms as well as various dashboards and document management systems;
- Conducting research;
- Capturing and condensing notes from meetings with various business and legal affairs partners;
- Drafting, reviewing and redlining agreements as needed under the supervision of counsel;
- Maintaining flexibility and openness to take on additional projects as necessary or assigned; and
- Increasing the International Original team's operational efficiency

## REQUIRED QUALIFICATIONS:

- BA/BS required;
- At least 2 years of related work experience is required;
- Demonstrated good judgment and strong critical thinking skills;
- Excellent interpersonal and communication skills;
- Ability to work proactively, independently and reliably under tight timeframes in a fast-paced environment;
- Ability to work effectively and collaboratively cross-functionally, think practically and be solution-oriented;
- Ability to respond positively to change and be respectful of new ideas;
- High level of organization, detail orientation and ability to time-manage across multiple deadlines;
- Research experience a plus but not required;
- Knowledge of the international television landscape is a plus but not required;
- Willingness to tackle matters outside area of expertise; and
- Ability to embrace and advocate cultural diversity.