



Reliable Enzyme Innovation

Paralegal / Legal Operations Specialist

JobID – PL-EU_2026

Based in Barcelona (Hybrid)

[ZYMVOL®](#) is a biotech company specialized in the design, development and application of molecular modeling software in the discovery and development of new industrial enzymes.

We are looking for an organized, proactive and detail-oriented professional to join our team as Paralegal / Legal Operations Specialist, reporting directly to the COO. This role will play a key part in **ensuring efficient legal and corporate operations across the company**, with a focus on contract management, documentation processes and coordination with internal teams and external legal counsel.

You will coordinate and support the contract lifecycle and legal operations processes, working closely with internal teams and external legal counsel.

The position will be based in Barcelona with a hybrid working model.

Working at ZYMVOL®

Environment – We are a young, international and very motivated team. You'll be working in a fast-growing company with great potential to advance personally and professionally.

Attractive economic conditions – Compensation will depend on qualification but competitive conditions are available. Medical insurance is included. The contract includes a 6 month probation period as per Spanish Labour law.



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Equal opportunity employer – All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

Flexibility – Our employees are very important to us, that is why we created a hybrid working model that applies to most roles at ZYMVOL, allowing flexibility and a healthy work-life balance.

Role Mission

Your mission is to **support and streamline ZYMVOL's legal operations and contract workflows, helping ensure that legal, corporate and compliance processes are organized, efficient and scalable.**

You will play a key role in supporting efficient legal and operational processes across the company, helping maintain clear documentation, improving internal coordination and enabling smooth collaboration with external legal counsel.

Working closely with the COO and cross-functional teams, you will contribute to building **efficient legal operations processes** that enable the company to scale effectively.

Responsibilities

Reporting to the COO, you will be responsible for managing the day-to-day legal and corporate operations while continuously improving and scaling processes. Main responsibilities include but are not limited to:

- Managing NDA/CDA workflows using approved templates and processes.
- Preparing and organizing standard agreements, SOWs and signature processes.
- Supporting contract administration, tracking deadlines, obligations and renewals.
- Performing initial reviews of standard agreements and escalating non-standard or high-risk clauses when needed.
- Maintaining organized contract repositories and legal documentation systems.



Reliable Enzyme Innovation

- Supporting investor, KYC/KYB and due diligence processes, including data room management and document coordination.
- Coordinating corporate documentation and governance-related processes, including powers of attorney, certificates, board and shareholder documentation.
- Supporting compliance-related activities, including GDPR, ISO and internal policy documentation and follow-up.
- Assisting with trademark, patent and other IP-related administrative processes in coordination with external counsel.
- Coordinating legal requests and follow-up across internal teams and external advisors.
- Supporting the continuous improvement of legal operations processes and documentation workflows.

Required qualifications

- Bachelor's degree in Law or related field.
- 3+ years of experience in a paralegal, legal operations or corporate legal support role.
- Strong organizational skills and attention to detail.
- Practical, solution-oriented mindset (execution-focused).
- Ability to manage multiple tasks and prioritize effectively.
- Strong communication skills and ability to coordinate across teams.
- Experience managing legal documentation and contract repositories.
- Comfortable working with multiple stakeholders and deadlines.
- The ideal candidate is highly organized, proactive and comfortable working in a fast-paced startup environment with evolving priorities.
- Languages: Fluent in English (verbal & writing), fluent in Spanish (verbal & writing), additional languages is a plus.
- Applicants must be eligible to live and work in the EU.



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Additionally, the following would be considered a plus:

- Experience supporting contract administration processes (NDAs, SOWs, MSAs)
- Basic understanding of intellectual property concepts
- Experience in a startup or fast-paced environment

Application

To apply for this position, please send your CV along with a cover letter to careers@zymvol.com.

Please include the job ID “**PL-EU_2026**” in the subject.