

Legal Operations Internship Version1

About Version1: [Version1](#) is a leading digital transformation partner, delivering software development, cloud services, and enterprise applications to customers across the public and private sectors. With 3,000+ employees in Ireland, the UK, and beyond, they are driven by values like honesty, excellence, and customer success. They foster a culture of innovation, collaboration, and continuous growth where your ideas are valued and your work makes a real impact.

Job Summary: Version1 are seeking a motivated and detail-oriented Legal Operations Intern to join our dynamic legal team. This internship offers an excellent opportunity to gain hands-on experience in legal operations, working closely with our Legal Operations Manager and other team members. The intern will assist in streamlining processes, improving efficiencies, and supporting various legal functions.

Location: Dublin, Ireland. **Department:** Legal Operations

Key Responsibilities:

- **Process Improvement:** Assist in identifying and implementing process improvements to enhance the efficiency of the legal department.
- **Reporting and Analysis:** Support the reporting and analysis of legal data to identify efficiencies and provide insights.
- **Technology Utilisation:** Help in the implementation and management of legal technology solutions, including Contract Lifecycle Management (CLM) tools, to streamline workflows.
- **Document Management:** Assist in organising and maintaining legal documents and records, using SharePoint and other document management systems.
- **Team Task Management:** Monitor the team inbox, support team task management and assignment to ensure timely completion of projects and tasks.
- **Contract Reviews:** Assist in reviewing contracts, including Customer and Supplier NDAs, Codes of Conduct, and Customer Questionnaires.
- **Project Support:** Provide support for various legal projects, including research, drafting, and coordination.
- **Legal Documents and Sites:** Update team templates and various team sites within the organisation to ensure they are current and accurate.
- **Assisting the Business:** Respond to queries from other departments in the business regarding items such as insurance, contract signatory queries, CLM queries, and other legal matter.

Qualifications:

- Currently pursuing or recently completed a degree in Law, Business, or a related field.
- Strong organisational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and SharePoint.
- Ability to work independently and as part of a team.
- Interest in legal operations and technology.

Preferred Qualifications:

- Previous internship or work experience in a legal or business environment.
- Familiarity with legal technology tools and software, including CLM tools.
- Basic understanding of data analysis and reporting.

Salary & Internship Details:

- Monthly payment of €2,405 (2025 rate)
- Six-month internship, full-time (five days per week)
- Immediate start preferred; however, a later start date (e.g. September) can be negotiated based on the candidate's availability
- On successful completion of the internship, the candidate will be considered for the [Early Careers Programme](#) (starting salary: €32,000, with multiple benefits that increase with progression)

Eligibility Criteria:

- Applicants must be in their final year of the BCL Law and Business programme (2024–2025), or have completed the BCL Law and Business programme at MU.
- The internship is primarily remote, with one day per week required on-site at the Dublin office. Candidates should therefore be based in or near Dublin.
- Additional on-site attendance may be required for specific events such as workshops.
- Candidates must:
 - Be in good academic standing (no outstanding failed modules from 2024-2025 or disciplinary issues)
 - Agree to have their application shared with members of Version 1
 - Be available for interview, if shortlisted

Application Deadline: 6 June 2025

Apply via the online form here: <https://forms.office.com/e/yJAZtNWkAW>

For queries, please contact:

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