



Position Title: Legal Assistant

Location: Fier, Albania

Effective Date:

Summary of the Role: The Legal Assistant role is to provide legal assistance to the legal department and legal leadership across the business.

The Legal Assistant is responsible for assisting the Legal managers with legal researches, analyses and drafting's in all legal matters across the company business.

The Legal Assistant is also responsible for keeping the senior management in all departments of the business informed of developments in laws and regulations that potentially affect the business.

Main Responsibilities:

- ✓ Providing legal researches and analyses on various legal matters across the company business;
- ✓ Legal drafting and review of letters, reports, memos, contracts, and other documents related to the day to day business of the company;
- ✓ Assisting in preparation of documents for the courts and organization of the court files;
- ✓ Representing the company before various state institutions whenever required for the submission and receipt of requests, applications and/or other documents;
- ✓ Establish internal communication channels to ensure the circulation of information on relevant new laws & amendments across the company;
- ✓ Assisting the Legal Managers in all day to day legal services providing for the company;
- ✓ Translation into English (and vice versa) of various documents and legal acts;
- ✓ Performing other legal - related duties as assigned.

Position Requirements:

- ✓ Bachelor's degree (or higher education) in Law;
- ✓ At least 3 years working experience in preferably with experience in legal issues;
- ✓ An excellent level of English language spoken and written;
- ✓ Competent IT skills;
- ✓ Very good analytical and organizational skills;
- ✓ Very good communication and interpersonal skills;
- ✓ A positive approach to work, and the willingness to accept additional tasks;
- ✓ Self-motivated, energetic and able to work in a team and a challenging environment.