

## VACANCY NOTICE

**Position Title:** Legal Supervisor (or Senior Lawyer)  
**Department:** Legal  
**Location:** Tirana and Fier, Albania

**Summary of the Role:** As a Legal Supervisor specializing in administrative, compliance, and corporate matters, you will play a pivotal role in providing comprehensive legal support to the Company. Reporting to the Head of Legal Department or Senior Legal Manager, you will contribute to the establishment and maintenance of legal standards, ensuring a culture of integrity, quality, and ethical-legal behavior across the organization. Your focus will be on proactive legal advice, risk management, and fostering legal compliance within the business.

### Main Responsibilities:

**1. Legal Advisory:**

- Provide expert legal advice and assistance on administrative, compliance, and corporate affairs to support various business functions.
- Offer guidance on legal implications related to business transactions and decisions.

**2. Contract Drafting and Review:**

- Undertake the drafting and meticulous review of contracts and documentation integral to the Company's operations.

**3. Compliance Oversight:**

- Monitor operational processes and procedures, promptly reporting any instances of legal misconduct or non-compliance to executive teams and relevant departments.

**4. Leadership Support:**

- Provide legal counsel to departmental leadership, ensuring they are well-informed on legal matters affecting their respective transactions and operations.

**5. Risk Management:**

- Identify potential legal risks and assess issues impacting legal risk, ensuring the viability of the business's risk management approaches.

**6. Communication and Training:**

- Establish internal communication channels to facilitate the circulation of information regarding new laws, amendments, and legal updates across the company.

**7. Ad Hoc Legal Duties:**

- Perform other legal-related duties as assigned by the Head of Legal Department or Senior Legal Manager.

### Position Requirements:

- ✓ **Educational Qualifications:** Possession of a Bachelor's degree or higher in Law.
- ✓ **Professional Experience:** A minimum of 5 years of hands-on experience in dealing with a diverse range of legal issues.
- ✓ **Language Proficiency:** Proficiency in both spoken and written English is essential.
- ✓ **IT Competence:** Proficient in using various IT tools and software applications.
- ✓ **Key Competencies:** Strong analytical, communication, organizational, and interpersonal skills are a prerequisite.
- ✓ **Proactive Orientation:** A positive and proactive approach to work, coupled with an eagerness to embrace additional responsibilities and challenges.