



Ваш надійний помічник

## Document Automation Specialist (Trainee), 10000 грн.

📍 Харків,

Компанія: Of Counsel Group

Рубрики: [IT, WEB фахівці](#), [Юриспруденція](#),  
[право](#)

### Побажання до співробітника

Освіта:	середня
Досвід роботи:	не вимагається
Графік роботи:	вільний графік роботи

### Опис вакансії

Overview: Of Counsel Group is looking to hire and train an individual in Kharkiv to join our document automation team. The right candidate will have a firm understanding of written English and be able to verbally communicate in English. Programming experience is a plus, but not needed.

Requirement: English - Advanced level. If you can read this job post in English and successfully apply, you are half-way to getting the job. Advanced experience using Microsoft Word. Basic understanding of logic used in programming (applicants do not need to be a programmer or developer).

Duties: Automate legal documents using document automation software such as HotDocs and ContractExpress.

Conditions: This is a full-time position.

### Контактна інформація

Контактна особа:	AndrewStevens
Адреса:	Kharkiv