



Ваш надійний помічник

Assistant to the Chief Legal Officer

📍 Київ, 🕒 10 квітня

Компанія: [Acropolium](https://jobs.ua/company/id/1616805) (<https://jobs.ua/company/id/1616805>) ([Всі вакансії](#))

Рубрики: [Юриспруденція, право](#)

Побажання до співробітника

Освіта: повна вища

Досвід роботи: від двох років

Опис вакансії

A group of companies based in Ukraine and Europe is looking for an Assistant to the Chief Legal Officer.

Main Requirements

- Legal Knowledge
- Knowledge of document management rules
- English proficiency: at least Upper-intermediate (B2) level
- High proficiency in modern digital tools (Google tools, Microsoft Office, PowerPoint / Miro). Ability to independently learn new digital tools, such as digital document management systems, etc.

Responsibilities

- Ensuring the contractual and document bases of the companies' business activities
- Monitoring and administering the companies' operational activities within the legal framework (drafting contracts, supplementary agreements, appendices, etc., providing legal advice)
- Drafting official letters in English as per the CLO's description
- Negotiating contract terms
- Searching for and analyzing contractors for the provision of legal and related services, if necessary
- Searching for and analyzing legal information in various international jurisdictions, preparing reports based on the findings
- Translating documents (English; Czech and Dutch - with the use of a dictionary)
- Making amendments to statutory documents
- Supporting labor relations
- Communicating with directors, accountants, and contractors on legal matters
- Interacting with notaries, regulatory bodies, housing and communal services, administrative service centers, patent attorneys, and representatives of counterparties
- Supporting claims activities
- Supporting ongoing legal cases
- Maintaining legal discipline within the companies

Experience and Education

- Experience as a junior lawyer or assistant to a lawyer/attorney/notary for at least 2 years

- Bachelor's degree in Law

Other Information About the Position

- Full time, remote
- Location: Ukraine

Soft Skills

- Responsibility (including attention to detail in documents and any verbal legal information)
- Independence
- Adherence to business ethics
- Emotional maturity
- Dedication and diligence
- Critical thinking
- Integrity
- Politeness, good communication skills
- Stress resistance
- Ability to effectively manage time
- Ability to create and build a network, teamwork skills
- Ability to clearly and convincingly present arguments, both in writing and during verbal communication

Контактна інформація

Контактна
особа: Anastasiia