

## Talent Acquisition and Talent Management Worldwide

### Legal Associate

Our Client is one of the elite professional consulting firms in Albania and the region, providing the highest quality of legal, tax and accounting consulting services to local and international clients. The client is a distinguished contributor to local and international publications, and is praised by its clients as a highly professional and expert firm.

We currently have an opening for a young and dynamic Lawyer who is eager to build his/her career within the Firm.

**Role:** Provide consulting on wide spectrum of legal matters, specifically in commercial and business field; legal representation and support for a wide variety of legal and compliance-related topics under the direction of Associates and Partners.

#### Responsibilities:

- Working with the Associates in reaching deadlines and case management schedules
- Working with representatives from various departments on developing and modifying practices and procedures conform to legal requirements
- Preparing, reviewing and revising contracts involving leases, licenses, purchases, sales, real estate, employment, service vendors and other matters
- Supporting the process of formulation and implementation of legal advice concerning a variety of issues
- Conducting legal research necessary to support compliance, transactional or other business functions using all available and appropriate resources
- Being rigorously updated with current legislation and new regulations affecting business operations.



#### Requirements:

- University Degree in Law; advanced studies abroad are preferred
- 1+ years experience as a Lawyer; previous experience in a law firm is highly preferred
- Fluency in English language is a must. Other languages are considered a plus
- Excellent legal researching and drafting skills
- Excellent commercial judgment and strong communication skills
- Strong analytical, communication and listening skills
- Flexible approach, detail oriented, showing can do attitude

Our client offers a competitive compensation package depending on the candidate's relevant work experiences and qualifications.

If you are interested in applying for this position, please send your CV in English, referring to the Job Position, to: [endri.ndoni@aims.al](mailto:endri.ndoni@aims.al) before 25 December 2016. All applications will be treated as strictly confidential. Only candidates meeting our client's criteria will be notified.

**AIMS International - Albania Shpk**  
**European Trade Center**  
**Tower A - 13/3, Tirana Albania**  
**T: +355 4 45 09 261**  
**[www.aims.al](http://www.aims.al)**

**WE FIND&GROW YOUR LEADERS**  
www.aimsinternational.com