



OUR FIRM IS SEEKING TO EMPLOY A CORPORATE ASSOCIATE TO JOIN ITS DYNAMIC TEAM OF PROFESSIONALS IN OUR MALTA OFFICE

CORPORATE LAWYER

Main Duties:

- Deal with company law, trusts law and commercial law matters
- Manage day-to-day requests relating to administration of companies
- Drafting and review of legal documentation (agreements, instruments, resolutions, deeds)
- Liaising with clients, professional advisers and regulatory authorities, both orally and in writing

Qualifications required:

- LL.B. (an LL.M., especially with a specialisation in company and / or commercial law areas will be considered an advantage)
- **Four years** post-qualification experience gained in the corporate department of a top-tier Malta law firm. Candidates with related overseas experience and anti-money laundering procedures will also be considered
- Excellent knowledge of English (knowledge of **Russian** and / or other foreign languages will be considered an advantage)

Skills:

- Possession of strong management skills and experience in client contact
- Ability to lead team members and to take a leadership role in projects / transactions
- Ability to multi-task, work in a high- pressure environment and prioritize workload
- Ability to take initiative, coupled with strong results orientation
- Exceptional organizational skills
- Strong computer literacy skills

CORPORATE ADMINISTRATOR

Duties:

- Maintaining the register of members and monitoring changes in share ownership of the company
- Liaising with external regulators and advisers, such as lawyers and auditors
- Ensuring that a company complies and operates in accordance with statutory and legal provisions
- Handling the registration of companies: formation, corporate affairs
- Maintaining and keeping up to date all the Secretarial Files of the Malta based entities
- Handling the client's portfolio concerning issues of resolutions, powers of attorney, signing of documents, etc

Qualifications Required:

- Bachelor degree from an accredited university will be considered an advantage
- **Three years** post-qualification experience gained in this field
- Exceptional organisational skills
- Excellent knowledge of the English language (**Knowledge of Russian Language will be considered a plus**)