

Moscow, 31.07.2018

## **Job Description: Junior Lawyer/Legal Assistant with fluent German and English**

**Experience: 2-3 years PQE**

**Full time job**

**Artax Rufil Consulting** is a German company in Moscow. We offer Outsourcing and Consulting Services for Accounting and Tax declaration. Our clients are international companies, most of them from Germany, Austria, and Switzerland, which have a subsidiary (OOO) or representative office in Moscow.

The Moscow office of our company exists since 2007. Our business in Russia is going well and growing stably. All our employees work in our Headquarter Office in the historical center of Moscow. Now we are looking for a new Junior Lawyer:

### **Job Description:**

- Work in the field of corporate law: registration of legal entities (commercial and non-commercial), introduction of changes, reorganization, liquidation, business correspondence, opening accounts in banks, etc.
- Work in the field of labor and migration law, preparation of local regulations, labor contracts, participation and support of clients when obtaining work permits
- Interaction with notaries, tax inspection, Rosreestr, courts, bailiffs and other state bodies;
- Interaction with banks (opening and closing of accounts)
- Preparation and accounting of internal corporate and personnel documents (orders, powers of attorney, etc.)
- Office work and electronic document management, archiving of documents;
- Participation in negotiations with customers
- Monitoring of legislative changes
- Advising clients of the company on issues in various areas of law
- Fulfillment of current management orders

### **Requirements:**

- Higher, n/higher legal education
- Good knowledge of Computer (MS-Word; Excel)
- Fluent German and English, Russian as a mother tongue
- Experience with the ConsultantPlus system
- Mindfulness when working with documents



- Basic skills of business communication and business correspondence
- Competent oral and written speech
- Ability to express your thoughts
- Ability to work with a large amount of information
- Business dress code

**Working conditions:**

- Working hours: 5/2, from 9.00-18.00
- 3-month trial period
- Good working environment and friendly team
- Modern office in the centre of Moscow (m. Chehovskaya/ Pushkinskaya)
- Official salary (based on the interview result)
- Good chances for professional growth and career

Please send your resume in English or German to [info@artax-rufil.com](mailto:info@artax-rufil.com)

Contact persons are: Evgeniya Komarova, Office Manager and Assistant of the Managing Director

