

Moscow, 31.01.2019

Job Description: Junior Lawyer/Legal Assistant with fluent German, English and Russian

Experience: 2-3 years PQE
Full time job

Artax Rufil Consulting is a One-Stop-Consulting and Service Agency focused on international clients doing business in Russia. Our key competences are Business Process Outsourcing, Tax & Legal Consulting in Russia. Our clients are international companies, most of them from Germany, Austria and Switzerland, that already have or want to establish a subsidiary (OOO), branch or representative office in Moscow.

Our office in the historical center of Moscow exists since 2007. Our business in Russia is going well and growing stably. Due to our expansion the position of an experienced Junior Lawyer or Legal Assistant has become immediately available.

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 of banks accounts, etc.
- Work in the field of labor and migration law, preparation of local regulations, labor contracts, participation and support of clients in the receipt of work permits
- Interaction with notaries, the local 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 legal education
- Fluent German and English, Russian as a mother tongue

- Experience with the ConsultantPlus system
- Mindfulness when working with documents
- Skilled 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 historical centre of Moscow (m. Chehovskaya/ Pushkinskaya)
- Official salary (based on the interview result)
- Good chances for professional growth and career

If you feel you have the necessary skills required for this Legal Assistant position, we'd like to hear from you.

Please submit your resume in English or German to info@artax-rufil.com.

Your contact person is: Evgeniya Komarova, Office Manager and Assistant of the Managing Director