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ESTONIA
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LITHUANIA
 BELARUS

Attorneys-at-Law office VILGERTS

with offices in Vilnius, Riga, Tallinn and Minsk, which provides legal assistance to local and international clients in all areas of business law, invites to join the Vilnius office:

Paralegal (Legal Assistant)

Requirements:	<ul style="list-style-type: none"> • Education in law (may be in the study process) • Excellent knowledge of Lithuanian and English (written and oral), knowledge of other foreign languages, especially Russian, will be considered as an advantage; • Previous experience in corporate law, M&A, banking & Finance will be considered as an asset; • Accuracy in performance, high sense of responsibility; • Ability to express your own opinion confidently and argue your opinion; • Ability to quickly learn new practice areas of legal services; • Initiative and ability to work independently.
Main responsibilities:	<ul style="list-style-type: none"> • Assistance to lawyers and attorneys in Corporate, M&A, Finance, Competition law cases; • Managing of corporate changes and registration in the Company Register of the Republic of Lithuania; • Work with online databases such as various state registers; • Research on different legal questions and giving opinion on them; • Preparation of draft documents: incl. legal opinions, procedural documents. • Other administrative support.
We offer:	<ul style="list-style-type: none"> • Professional growth opportunities; • Work with the best professionals in the field; • Work in a dynamic and perspective environment; • Responsible and friendly colleagues; • Social benefits

CV and application/motivation letter with notice „PARALEGAL (LEGAL ASSISTANT)”, please send to e-mail lithuania@vilgerts.com until 30.10.2017.

More information about our office: www.vilgerts.com