



MoneyGram® Agent

Moneta Financial Services DOOEL Skopje is a non-banking financial institution (NBF), a leading company in North Macedonia, specialized in offering service of fast money transfer. Moneta offers money transfer services through its network of agents, throughout North Macedonia. We always have room for professional and talented individuals. At the moment, we are looking for:

Legal Assistant/Legal Officer

Job Responsibilities:

- 1.1.1 Takes legal actions within the authorizations and responsibilities delegated by top management;
- 1.1.2 Assists in compiling the contracts, agreements, decisions and other legal documents required by the top management;
- 1.1.3 Helps in giving legal opinions in legal matters related to MONETA and third parties;
- 1.1.4 Assists in reviewing legal documents and ensures compliance with the decisions of the Managing Director and the Board of Directors;
- 1.1.5 Assists in drafting decisions, contracts, lawsuits, proposals, legal remedies and other documents requested by the Managing Director and the heads of other departments;
- 1.1.6 Conveys laws and by-laws that affect the Corporation;
- 1.1.7 Assist in drafting and updating all policies and procedures of the Corporation in accordance with laws and other by-laws;
- 1.1.8 Assists the head of the Legal Unit for the implementation of legal provisions, rules and regulations for the prevention of money laundering and financing of terrorism;
- 1.1.9 Assists in the planning and organization of trainings regarding the prevention of money laundering and financing of terrorism, for the Employer's employees and agents;
- 1.1.10 Performs daily tasks;
- 1.1.11 Follows the training/courses for professional development, which the Employer considers necessary for the performance of work duties.
- 1.1.12 Performs other duties as requested by the direct supervisor.

Main requirements and qualifications:

- Be a citizen of the Republic of North Macedonia;
- University degree at the Faculty of Law;
- Have at least one (1) year of professional work experience in the legal field, experience in financial and non-financial institutions is preferred;
- Excellent ability to compile various legal documents;
- High professional level and personal integrity;
- Advanced communication skills;

- Ability to adapt to the dynamics and way of working;
- Has not been sentenced by a final judgment for a criminal offense for which the maximum penalty exceeds six (6) months of imprisonment and the penalty is not conditional; (the records must not be older than the date of the job announcement of this vacancy announcement).

Interested candidates can apply by sending their CVs in English to **moneta@moneta.mk**