



**Lansky, Ganzger, Zeqiri + partner DOO Skopje**, one of the largest international law and business consulting firm in Central Europe, with over 120 employees in its offices in Vienna (Austria), Bratislava (Slovakia), Astana (Kazakhstan), Skopje (North Macedonia), Dubai (UAE), Istanbul (Turkey) and Prague (Czech Republic), announces a vacancy for the following position:

## **LEGAL ASSISTANT**

### Required qualifications:

- University degree in Law (300 ECTS credits or education level: VII/1), passed Bar exam shall be considered an advantage;
- With or without experience. Previous work experience will be considered as advantage;
- Excellent knowledge of English;
- Excellent knowledge of MS Office;
- Organizational and analytical skills;
- Communication and interpersonal skills;
- Responsible, dedicated and loyal person;
- Knowledge of Albanian or German language will be considered an advantage.

### Tasks:

- Daily communication with clients;
- Monitoring of laws and bylaws in the different legal areas;
- Participating in debates, meetings etc.;
- Other support depending on specific activities;
- Assisting in preparation of legal opinions and advices;
- Assisting in drafting legal documents;
- Conducting legal researches on different topics.

### Working conditions:

- A dynamic work environment for "open minded" people who want to build a career;
- Opportunities for professional and personal development in the company;
- Pleasant and working atmosphere;
- Monday – Friday, 40 hours per week;

Interested candidates can send their CV to the following e-mail address: [office@lansky.mk](mailto:office@lansky.mk)

Be sure to indicate the job position for which you are applying in the email subject.

Only the qualified candidates will be included in the selection process and will be duly informed about its progress.

The vacancy is open 15 days from the day of its announcement.