



**British American Tobacco** ([www.bat.com](http://www.bat.com)) is one of the world's most international businesses with a portfolio of globally recognized brands, a culture of open-mindedness and a bright and dynamic future. Our aim is to become the leading tobacco company in each of our markets by providing excellent products with confidence and responsibility expected of global consumer brands.



We are looking for candidates for the position of

**Legal Assistant**

**located in Skopje, Macedonia**

**BAT & TDR Macedonia** is one of the 8 entities within the Adria Cluster, all bonded by a unique strategy and a strong team mindset that nurtures diversity as one of the key strengths of our winning organization.

**Role holder's principal accountabilities:**

- Monitors the legislative/regulatory environment in order to compile intelligence reports for timely LEX decision.
- Draft and review agreements and other legal documents.
- Draft guidelines and procedures to aid business units with compliance with laws and company policies.
- Communication with relevant state authorities.
- Assisting LEX Manager in the legal framework and all other ad hoc requests in LEX department.
- Administrative assistance in the office

**Requirements:**

- University Degree in Law
- 1-3 years of general legal experience
- Excellent interpersonal skills
- Commitment to teamwork
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail.
- Fluency in English (written and spoken). Fluency in Albanian would be considered as an advantage
- High level PC skills (Word, Excel, PP, etc.)



if you are interested in the role, please send your cv to:

**[ALMAKO\\_Recruitment@bat.com](mailto:ALMAKO_Recruitment@bat.com)**

**until 10<sup>th</sup> February 2019**

**Looking forward to receiving your application!**

**Your BAT Team**