



We are looking for a dedicated, professional, and motivated colleague to join our Legal Department at Moneta Macedonia.

**Main responsibilities and duties:**

- Takes legal actions within the authorizations and responsibilities delegated by top management;
- Compiling the contracts, agreements, decisions and other legal documents required by the top management;
- Helps in giving legal opinions in legal matters related to MONETA and third parties;
- Reviews legal documents and ensures compliance with the decisions of the Managing Director and the Board of Directors;
- Drafts decisions, contracts, lawsuits, proposals, legal remedies and other documents requested by the Managing Director and the heads of other departments;
- Conveys laws and by-laws that affect the Corporation;
- Responsible for drafting and updating all policies and procedures of the Corporation in accordance with laws and other by-laws;
- Responsible for implementation of legal provisions, rules and regulations for the prevention of money laundering and financing of terrorism;
- Plans and organize trainings regarding the prevention of money laundering and financing of terrorism, for the employees and agents.

**What we offer:**

- Attractive salary;
- Professional and career development;
- Positive and friendly atmosphere in our offices.

**Required Qualifications:**

- Be a citizen of the Republic of Macedonia;
- University degree from the Faculty of Law;
- Have at least one (1) year of professional work experience in the legal field, experience in financial and nonfinancial 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 CV to **hr@monetaks.com** . Please include the title of the position you are applying for in the subject line: "Legal Officer."

Note: Only shortlisted candidates will be contacted.