

In-house lawyer / Malta position

This Maltese well-known employer is a group of companies with various business activities and services offered. One area is in corporate services, servicing portfolio of companies i.e. setting up companies, Advisory services, and ongoing business and legal support services, such as keeping minutes and drafting resolutions. They also provide advice on EU law and assist companies to apply for aid under EU funding schemes. This position is in Valetta, Malta.

Duties include:

- Drafting & review of agreement forms or any other legal documentation as necessary;
- Drafting/preparation of corporate documentation such as M&As, resolutions, MFSA forms, minutes of board meetings etc.;
- Assisting with all corporate ventures such as share transfers, incorporation, re-domiciliation etc.;
- Assisting with the day to day compliance of the company;
- Assisting with compiling due diligence documentation;
- Ad hoc compliance and legal projects/duties as may be required from time to time

Requirements

- Excellent communication skills in English
- The post requires sound knowledge of Maltese company law – in the absence of such knowledge training will be provided
- Experience working with the corporate team of a corporate service provider or equivalent will be considered an asset
- Energetic and willing to learn



- Able to take direction and also take full ownership of the responsibilities assigned including taking initiative to learn new processes as they arise
- Confident working alone as well as with others
- Uphold a high standard of work ethic, always ensuring to complete all assigned tasks accurately and in a timely manner
- Responsible and trustworthy person who is able to handle sensitive and confidential information

Salary is fully negotiable

CV Submission (in English with photo) at:

hr@cvglobal.gr

All applications are confidential