



**If you want to start a career in the financial industry and to take part in building international presence, we invite you to join our team!** We are part of international group **Aforti Holding S.A.**, offering financial services for small and medium companies. Due to the dynamic development, we are looking for people for the position:

## Legal advisor/Attorney-at-law

### Responsibilities:

1. handling and preparation of documentation related to general meetings of shareholders in joint-stock companies and general meetings of shareholders in limited liability companies
2. handling and preparation of corporate documents, including, but not limited to:
  - a) documentation related to the functioning of the board of directors in joint-stock companies and employee contracts, procedures, regulations
  - b) applications to the National Court Register, and other authorities
  - c) debt collection documents
  - d) employment documents (e.g. employment agreements, internal regulations)
  - e) internal procedures according to local legislation (e.g. AML, Data Protection)
3. drafting, reviewing agreements (e.g. factoring agreements, agreements with providers, with other collaborators)
4. drafting legal opinions on different aspects related to factoring activities
5. preparing pleadings, procedural documents
6. correspondence with the providers cooperating with the Company
7. contacts with courts, offices, state bodies, bailiffs, and law offices
8. representing the Company in court proceedings and during inspections from authorities
9. monitoring changes in legal regulations and informing the BoD about those having an impact on the Company's activity and the steps to be made in order to comply with them
10. supervision over the correctness and completeness of documents in the Company

### Requirements:

1. higher law education and passed Bar exam
2. minimum 2-year experience in legal services for corporate entities
3. practical knowledge and ability to apply civil law, labor law, data protection law, commercial law (including, but not limited to knowledge of factoring processes, obligations and acts of law and regulations related to factoring companies, functioning of a company), anti-money laundering laws
4. initiative in doing and drafting all necessary documents related to the Company's functioning and activity
5. to know what to do and when to do for the Company to be compliant with all applicable legislation
6. good organization of work and individual work skills
7. high analytical skills and the ability to draw logical conclusions
8. accuracy, scrupulosity, and punctuality in performing duties
9. English – on the good communication level is a must

### We offer:

1. Necessary work tools: laptop, mobile phone
2. Training
3. Development in the international financial holding: being among the first members of the team in Lithuania gives you unique career opportunity!

**If you are interested, please send your CV in English to:**

[miroslaw.tkocz@aforti.biz](mailto:miroslaw.tkocz@aforti.biz)

Please enter the email title "CV". Please be advised that we will contact only selected candidates.

By sending us your CV you agree to the processing of your personal data for the purposes of the recruitment processes, conducted by AFORTI Factor Lithuania, UAB and by related companies.