



If you are looking for a new way to challenge yourself

we may have the right opportunity for you!

Balkan Services is an IT consulting company helping organizations to nail the right software solution for their growing business and implement it in the fastest, most efficient, and smooth way.

In relation to new projects and increased work volume, our team is growing.

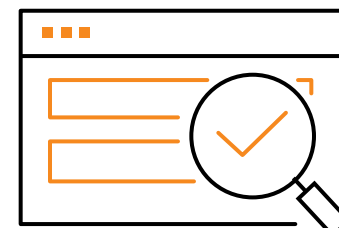


We are looking for:

Legal Advisor (In-House)

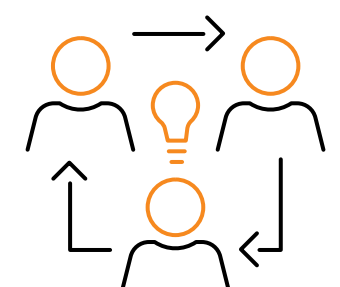
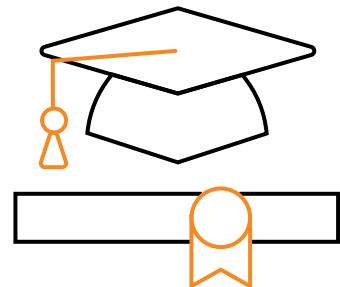
Main Responsibilities:

- Drafting contracts using templates and providing opinions on commercial cases.
- Negotiating with clients on legal issues related to contract signing.
- Reviewing company issues, updating, and implementing internal legal procedures.
- Ensuring compliance with current legislation.
- Advising and assisting other departments within the company on legal matters.
- Coordinating activities with external legal firms.
- Overseeing compliance with applicable rules and regulations, including the organization's charter.
- Monitoring and understanding the terms and conditions of vendors to ensure alignment with our practices.
- Demonstrating a willingness to learn more about the delivery and continuous development of IT products and services.



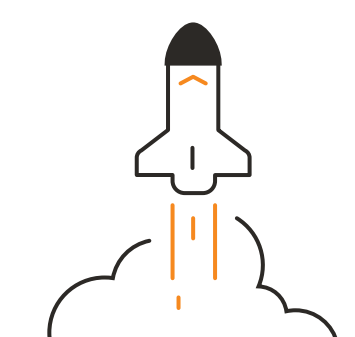
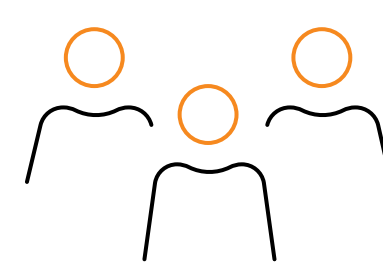
Requirements:

- Higher education in law with legal capacity.
- Minimum 10 years of legal experience, with at least 5 years in a commercial environment.
- Proficient computer skills, particularly in MS Office.
- Excellent command of legal English.
- Strong communication and negotiation skills in legal matters with clients.
- Attention to detail and ability to analyze and adapt vendors' terms and conditions.
- Analytical thinking and ability to collaborate in a non-legal team.
- Prioritization skills and ability to switch between tasks efficiently.
- Proactive and independent work ethic in a fast-paced environment.



We Offer:

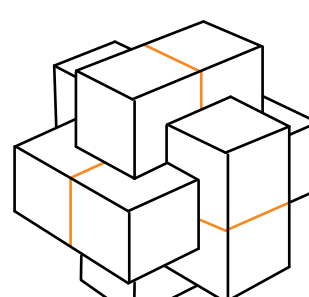
- Opportunities to solve interesting business and IT case studies.
- A supportive environment with a great team.
- Employment in a stable and growing company in the IT industry.
- Competitive remuneration and benefits package.
- Work location in the heart of Sofia.



ARE YOU INTERESTED?

Then we look forward to receiving your application online at jobs@balkanservices.com

The first part of our recruitment process is a task that we will send to approved candidates.



The second part of the recruitment process will be an interview with the candidates who succeeded with the task.