

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-772-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Senior Associate
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Law
Degree	
Years of Experience	6 to 10 years
Location	Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>• Lead and/or manage assigned cases from conception to finalization under the supervision of the Partner.</li> <li>• Review case details and ensure any gaps in information/instructions are addressed in a timely manner.</li> <li>• Conduct legal research to gather evidence for case preparation and to provide sound legal opinions and technical advice to clients.</li> <li>• Negotiate, draft and review complex legal documentation related to mergers, acquisitions and commercial cases.</li> <li>• Review legal documentation produced by Associates and members of the Paralegal team for accuracy, relevance and alignment to Firm's work standards.</li> <li>• Ensure billable hours are recorded on a daily basis and are aligned to the agreed contractual terms to support</li> </ul>

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Finance in preparing and processing invoices in a timely and accurate manner.

- Contribute to building and maintaining strong client relationships in order to strengthen the Firms' reputation and brand image.
- Pursue opportunities to upsell and cross-sell the Firms' services to existing clients.
- Work with Business Development to identify/pursue further revenue-generating opportunities for the Firm.
- Coach, mentor and support Associates & members of the Paralegal team to facilitate on-the-job learning as required.
- Assist in the development of new proposals and recovery of outstanding invoices as and when required.

### **Requirements**

- Bachelor's degree in Law from a reputable university.
- Minimum 6 years of proven experience in mergers, acquisitions and commercial related transactions gained at a top US, UK or regional law firms.
- The ideal candidate must have significant exposure to high-profile deals, from inception to completion and post-completion.
- Excellent communication skills and writing abilities.
- Strong negotiation skills.
- Fluent in Arabic and English.