

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-802-2022
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>Job Description</p> <ul style="list-style-type: none"> • Lead and/or manage assigned cases from conception to finalization under the supervision of the Partner. • Review case details and ensure any gaps in information/instructions are addressed in a timely manner. • Conduct legal research to gather evidence for case preparation and to provide sound legal opinions and technical advice to clients. • Negotiate, draft and review complex legal documentation related to mergers, acquisitions and commercial cases. • Review legal documentation produced by Associates and members of the Paralegal team for accuracy, relevance and alignment to Firm's

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work standards.

- Ensure billable hours are recorded on a daily basis and are aligned to the agreed contractual terms to support 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.

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- 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.