

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-492-2022
Company Name	M1 Services
Industry	Services
Vacancy	Legal Advisor
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Legal Division
Major(s)	Law
Degree	Bachelor's degree in Law / LLM is preferable
Years of Experience	<ul style="list-style-type: none"> <li>Over 7 years of experience as corporate lawyer in both local and International transactions</li> <li>Experience in contracts law and International business transactions</li> </ul>
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p><b>Role Summary</b> To provide advice to the group's business units on all legal and regulatory matters pertinent to the group's acquisitions, projects and new business ventures, locally and internationally.</p> <p><b>Main Accountabilities</b></p> <ul style="list-style-type: none"> <li>Provide direct client advice on transactional and day-to-day corporate matters</li> <li>Prepare due diligence request lists for acquisitions; begin to assume responsibility for diligence review of transactions and to prepare portions of due diligence reports</li> <li>Prepare first drafts of, and collect and incorporate comments with respect to, increasingly complex transactional documents (including acquisition agreements, share purchase agreements, loan documents, joint venture agreements and shareholders' agreement) and ancillary and closing documents</li> </ul>

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- Assume responsibility for structuring, negotiating and closing simple transactions
- Assume certain components of complex transactions
- Instruct and liaise with external legal counsel (local and international) in connection with advice/assistance on transactions and ensure provision of timely and proper legal services to the group
- Prepare bring-ups and status reports with respect to procedural timetables for arbitration and/or court-related proceedings or any on-going procedures in order to update the team and keep track of any necessary follow up
- Follow up and monitor following up with various local government authorities
- Undertake legal research in relation to relevant rules, regulations and laws by utilizing a variety of legal research tools, including firm-subscribed online databases, public databases and journals
- Contribute to a proper maintenance of the documents repository system to ensure all documents are tracked and up-to-date and instruct the Administration Assistant for this purpose
- Perform any other duties related to his/her scope of work and competencies needed in order to meet the ongoing organizational needs. The Job Description is not intended to be all-inclusive

### *Educational Requirements*

- Bachelor Degree in Law
- LLM degree is preferable

### *Knowledge*

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- Proficiency in Arabic, English and French

### *Technical Skills*

- Very good knowledge in Microsoft Office
- Work independently on small and medium complex matters involving direct client interaction
- Ability to assume multiple tasks and to prioritize more important matters

### *Experience*

- Over 7 years of experience as corporate lawyer in both local and International transactions
- Experience in contracts law and International business transactions