



Помощник юриста
Paralegal

Юриспруденция / Юриспруденция

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 200 000 до 330 000 тенге

Полный рабочий день, постоянная работа, нормальные условия труда

Информация о вакансии

Регион	Атырауская область / г. Атырау
Должностные обязанности	<p>Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University degree or law college degree, preferably secretarial work experience, including handling and processing financial documents Required Competences: <input type="checkbox"/> aptitude to work within a multicultural and multi-stakeholder environment <input type="checkbox"/> good analytical skills <input type="checkbox"/> good communication skills both orally and in writing <input type="checkbox"/> good spoken and written English <input type="checkbox"/> good planning and organization (accuracy and attention to details) skills <input type="checkbox"/> backbone and diplomacy in handling sensitive matters. <p>Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Member of the Legal Directorate to provide support in a pro-active, timely, cost-effective and professional manner; <input type="checkbox"/> Manage the portfolio of the Legal Directorate's contracts and engagement letters with outside counsel and other third party service providers, taking care of all SAP entries and approvals and contract board submissions, invoicing and payments; <input type="checkbox"/> Support the Legal Director in the preparation of the Legal Directorate's budget and take care of all related reporting requirements; <input type="checkbox"/> Support the Legal Director in meeting the Legal Directorate's reporting requirements; <input type="checkbox"/> At the request Legal Director or a Managing Counsel seek information, conduct legal research in law databases, archives and other sources of legal information on a subject area, including on legal developments; <input type="checkbox"/> Work with notaries with oversight by a member of Legal Directorate; <input type="checkbox"/> Execute core administrative tasks for Legal Director; among other functions, this includes: arrangement of transportation, scanning, copying, printing and binding of documents, preparation and proofreading of legal documents (templates, (confidentiality agreements), claims, complaints, etc.), dispatch/receipt/distribution of documents upon request of Legal Director or a Managing Counsel internally and to/from the third parties with oversight by a member of Legal Directorate; <input type="checkbox"/> Liaise with involved Directorates to sort out any relevant administrative problem to ensure continuous and smooth operation of the Legal Directorate; <input type="checkbox"/> Organize internal/external meetings upon request of the Legal Director or a Managing Counsel (including but not limited to reservation of meeting rooms, organization of communication equipment (tele/video), visitors' access, taking of meeting minutes, drafting and getting approvals of agendas, handing out the meeting materials, booking accommodation, catering and social events, etc.); <input type="checkbox"/> Assist with the arrangement of all aspects of business trips (in SAP), training of RoK Legislation Department

members; timesheets (TSs), submission of TSs to HR by instruction of the Legal Director or a Managing Counsel in case of absence of a member of the RoK Legislation Department;

- Manage the Legal Director's archive (holding the archives keys) and filing: maintain and keep paper and digital documents, notarized (when it is required and requested) copies of all documentation, acquired and produced by the Legal Director, safe keep documents in the safe box, e-room and other relevant available storages;
- Create all request forms of the RoK Legislation Department (ensuring execution of delegation of authority form in case of the Legal Director or a Managing Counsel absence, ICT, HR forms e.g. leave application forms, new joiner, departure, software, expense claim reports, Legal Director holiday/absence log update, contacts log update, etc.);
- Take care of MD correspondence as and when required by the Legal Director or a Managing Counsel;
- Carry out other tasks within assigned area of responsibility and professional qualification and support or substitute other administrative staff of LD as instructed by the Legal Director or a Managing Counsel.

Conditions:

Атырау, 5/2.

Резюме высылать на почту: maxim.s@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	консультация юриста; законодательство регулирующее развитие бизнеса; закон об охране окружающей среды;
Уровень образования	послесреднее
Знание языков	Казахский - продвинутый уровень Русский - высокий уровень Английский - высокий уровень
Личные качества	базовые знания интернета; использование электронной почты;

Информация о предприятии

Количество работников	600
Сведения о предприятии	TOO «Kaz Project Operating» - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.
Контактное лицо	Паливала Ирфан Мохаммед Фарукх
Регион предприятия	Акмолинская область / Зерендинский район
Адрес предприятия	Победы кошесі 62 501а