



EPI CENTAR INTERNATIONAL Skopje is a Macedonian consulting company, existing since 2005 and operating in Macedonia and Balkan region (Kosovo, Serbia, Bulgaria, Greece, and Albania). Our company represents an important “partner of choice” of local and international partners, resulting in a country-wide movement that enforces a sustainable economic development, ensures accountability and responsibility, and promotes human rights at all segments of the society. EPI CENTAR International has been working for number of assignments both for representatives of public and private sector, on local, regional and national level and project supported by EU, USAID, UNDP, SIDA, SDC, and OSCE.

Therefore we are seeking a candidate for the **Legal Assistant** position, with the following key responsibilities:

- Drafting contracts
- Preparing analysis of national and international laws
- Preparing legal documents
- Preparing narrative reports
- Drafting documents, conducting legal research
- Maintaining and organizing files

Required skills and experience:

- Qualifying law degree – 300 ECTS credits
- Previous experience in the area of corporate and trade law
- Excellent knowledge of English language
- Self-motivated individual that can operate both independently and in a team
- Excellent computer literacy - obligatory;
- Good communication and organizational skills,
- Driving license (optional)

Note: This position is for a fixed period of time, until September 30, 2020.

Please send your application letter and your resume to the following e-mail address contact@epicentar.mk no later than **October 6th 2019**. No telephone calls please