

Legal Assistant – PROCTER & GAMBLE

Procter & Gamble is looking for a legal assistant to work within the legal department for approximately 3 days per week.

Duties and responsibilities for the Czech Republic and Slovakia:

- assisting with:
 - advice, support and consultancy in legal matters (commercial law, marketing law, labour law, competition law)
 - preparation and revision of the contracts
 - participation in negotiation meetings with customers
 - preparation of internal procedures and policies
- following changes in legislation (regarding chemicals/medical devices/cosmetics)
- preparing legal analysis of relevant cases

Our requirements:

- undergraduate or graduate of Law (experience a plus, but not necessary, suitable for law students and fresh graduates)
- good command of English (written & spoken)
- fluent Czech or Slovak
- good communication skills
- analytical skills
- teamwork, innovation, drive

Our offer:

- contract for approximately 3 days per week in our new Brno Office
- professional multinational working environment
- competitive remuneration and benefit package
- personal and professional growth and development
- possible starting date: January 1st 2013 or based on agreement

We are looking forward to receiving your CV in English incl. covering letter.

Contact:

Štěpánka Bilová

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