

Legal Advisor

Role Summary

Assist in handling legal components of transactions on both local and international levels, provide legal advice to the group and follow-up on legal and administrative matters relating thereto.

Main Accountabilities

- Provide legal advice on various legal issues upon request.
- Follow up on the ground with different local authorities including ministries, municipalities, real estate department, etc...to ensure a smooth and timely attendance to the legal administrative matters relating to the group.
- Assist with the review, modification and drafting of legal documents including: Confidentiality Agreements, Memorandums Of Understanding and Consultancy Agreements.
- Communicate, coordinate and follow up with external (local and international) legal counsel in order to ensure timely and proper legal services to M1 Group (with respect to transactions or litigations)
- 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 upon request / as needed
- Assist in managing data-rooms and attending to due diligence requests in connections with potential acquisitions in order to ensure a smooth due diligence process
- Draft board and shareholders resolutions and other similar corporate documents.
- Attend meetings to discuss legal matters and prepare record of matters discussed or minutes of meetings
- Assist in the incorporation of new companies and follow-up on the incorporation process including obtaining the relevant signatures and documents to ensure timely completion.
- Prepare bring-ups and status reports with respect to procedural timetables for arbitration and/or court-related proceedings or any ongoing procedures in order to update the team and keep track of any necessary follow up
- Assist in the process of closing a transaction, including follow up on exchange of documents, drafting closing documents and preparing transaction bibles to keep track of documents relating to specific transactions

Technical Skills

Excellent language skills required: Arabic, French and English (written and spoken)

Computer skills (Microsoft- Internet)

Experience

3 to 4 years of experience at a law firm

On the ground experience with local authorities

Experience in contracts law and international business transactions

Education

Degree in law from a reputable university; LLM is a plus



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