

We have a vacant position as “Legal Tender and Leasing Coordinator” within Pikasso Group.

Kindly find attached the job description regarding the position.

For those interested, kindly to send their CV’s to: mandy.haddad@pikasso.com

**Alexandra Saliba
HR Administrator**

Les Affichages PIKASSO s.a.l.

T: 961 1 290390 Ext. 1105

F: 961 1 290306

E: alexandra.saliba@pikasso.com

W: www.pikasso.com



QUALITY SYSTEM FORM

CODE: HR-FO-08

JOB DESCRIPTION

Page

1 / 1

JOB TITLE: LEGAL TENDER AND LEASING COORDINATOR	DEPARTMENT: LEGAL
REPORTS TO : CEO	SUPERVISES: -
LIASES WITH: ALL DEPARTMENTS, ALL AFFILIATES	WORK ENVIRONMENT: INDOORS: 95% OUTDOORS: 5%

JOB PURPOSE

- Handle specific legal issues of Pikasso/Lawhat Group, mainly related to contracts, biddings and tenders, communication with lawyers and others.

MAIN TASKS

- Read, prepare and follow-up all the contracts' bidding of the Group.
- Plan and prepare all details related to the leasing and bidding process.
- Ensure contract renewals are on due date and follow up the payment of all fees.
- Handle details related to the tenders and prepare all required legal documents.
- Prepare the valuation of panels according to the requirements of the request for quotation.
- Set a plan to gather the needed data from the Technical, Financial and Legal aspects.
- Prepare all internal legal files to be sent to the lawyers if needed.
- Respond to certain legal support requests.

QUALIFICATIONS/EXPERIENCE

- University graduate with a BA in Law.
- 3-5 years experience in the legal or paralegal field.
- Fluent in French, English and Arabic.

SKILLS, COMPETENCIES & KNOWLEDGE

- Computer literate: proficient in Microsoft office and Arabic typing.
- Good writing skills, ability to draft contracts and reports.
- Meticulous and detail oriented.
- Good Organization and analytical skills.
- Able to build rapport and communicate effectively at all levels, and across disciplines.
- Assertive and Confident.
- High level of confidentiality.
- Ability to work independently, exercising judgment and initiative..
- Stress resistant, able to work under and cope with pressure
- High sense of ethics, and good knowledge of the company policies and procedures.