

## **Legal Associate**

*Based In Egypt*

Corporate governance and management of contracts made with customers, vendors, partners, or employees.

### **Role and Responsibilities:**

- Drafting and review of legal documentation including NDA's, IO's, agreements related to business, templates, due diligence reports, binding and non-binding offer letters and term sheets.
- Establish and improve the contract files to ensure the smooth implementation of the contract information.
- Track, statistic, analyze, coordinate, and report the performance of the contract, set up the contract control system, and propose comments and suggestions to the project manager and other executing personnel in time.
- Negotiate on behalf of the corporate & act as point-of-contact between parties in contractual matters.
- Monitor contract compliance with established procedures to ensure full execution of corporate contractual plans.
- Assisting in all corporate governance and compliance matters and provision of legal support to various group companies including in Egypt, KSA, UAE, Morocco, Pakistan, Qatar and Turkey.
- Assisting on all group incorporation matters.
- Assisting all group company departments on legal support required.
- Responsible for the legal filing system.

### **Qualifications:**

- 3 to 5 years of experience in a similar field and/or in a law firm required.
- Time management
- Reporting skills
- Partnership agreement exposure would be a plus
- French language is a plus

If you are interested, please send your CV to [careers@connectads.com](mailto:careers@connectads.com)